

Guided Computer Tutorials

# Learning Google Docs

Module 2

By Greg Bowden

PUBLISHED BY

GUIDED COMPUTER TUTORIALS

PO Box 311

Belmont, Victoria, 3216, Australia

[www.gct.com.au](http://www.gct.com.au)

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First published 2014

ISBN: 978-1-922018-58-8 (Module 2)

PDF document on DVD

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# Learning Google Docs

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## Module 2 Contents

### Chapter 11: Using Tab Stops

Using Tab Stops to Enter a Discount Table .....	11-1
Setting Left Justified Tab Stops .....	11-1
Removing Tab Stops .....	11-2
Setting Right Justified Tab Stops .....	11-3
Completing the Table .....	11-3
Centre Justified Tab Stops .....	11-4
Adjusting Tab Stops .....	11-5
Inserting Underlines .....	11-6
Creating a Contents Page .....	11-7
Entering the Main Headings.....	11-7
Completing the Table .....	11-8
<b>Word Processing Assignment 11 .....</b>	<b>11-10</b>

### Chapter 12: Using the Table Tools

Starting the Document .....	12-1
Inserting the Table.....	12-1
Changing Column Widths.....	12-2
Entering the Headings.....	12-3
Shading Cells.....	12-4
Row Heights.....	12-5
Vertical Alignment.....	12-5
Completing the Table.....	12-6
Selecting the Whole Table.....	12-8
Adding Another Student .....	12-9
Inserting Cells.....	12-10
Table Borders .....	12-12
Creating a Page Border .....	12-13
Setting the Table .....	12-13
Shading the Cells.....	12-14
Turning the Cell Borders Off.....	12-15
Adding Content to the Page .....	12-16
<b>Word Processing Assignment 12 .....</b>	<b>12-18</b>

## Chapter 13: Adding Tables to Documents

Loading the Prepared Document.....	13-1
Inserting a Table .....	13-1
Adjusting the Column Widths .....	13-3
Entering Data into the Table.....	13-4
The Headings .....	13-4
Shading the Headings.....	13-6
Adding the First Equipment Item.....	13-6
Setting Column Margins.....	13-7
Deleting Rows or Columns.....	13-9
Inserting Rows Within the Table.....	13-10
Changing the Border Colour .....	13-11
Checking.....	13-11
<b>Word Processing Assignment 13 .....</b>	<b>13-12</b>

## Chapter 14: Using Styles

Loading a Sample File.....	14-1
Using Preset Styles.....	14-1
Creating Your Own Styles .....	14-3
Setting the Formats .....	14-3
Updating the Style.....	14-4
Applying the Style .....	14-4
Modifying Styles.....	14-5
Creating Styles for the Numbered Points.....	14-7
Setting the Format.....	14-7
Applying the Style .....	14-8
The Lettered Points Style .....	14-10
Setting the Formats .....	14-10
Updating the Style.....	14-11
Applying the Style .....	14-12
Selecting All Style Instances.....	14-13
Removing Styles .....	14-14
Saving Styles.....	14-15
<b>Word Processing Assignment 14 .....</b>	<b>14-17</b>



## Chapter 15: Creating a Table of Contents

Loading the Prepared File .....	15-1
Setting the Styles.....	15-1
The Main Heading Style .....	15-1
The Sub-Headings Style.....	15-2
Creating the Table of Contents .....	15-4
Inserting a Page Break .....	15-4
Inserting the Table of Contents .....	15-4
Updating the Table of Contents.....	15-6
Formatting the Table of Contents .....	15-7
<b>Word Processing Assignment 15 .....</b>	<b>15-8</b>

## Chapter 16: Publishing Tasks

The Thumbnail Sketch .....	16-2
Page Setup .....	16-3
Drawing the Table .....	16-3
Shading Cells.....	16-4
Inserting an Image .....	16-6
Entering the Main Heading .....	16-7
Entering the First House Details .....	16-9
Entering the Other House Details.....	16-12
The Second House.....	16-12
The Third House.....	16-13
The Fourth House .....	16-15
Completing the Address Section.....	16-16
Turning Off the Cell Borders .....	16-18
Final Checking.....	16-18
<b>Word Processing Assignment 16 .....</b>	<b>16-19</b>

## Chapter 17: Displaying Text in Columns

Loading a Prepared Article .....	17-1
Starting the New Document .....	17-1
Inserting the First Table.....	17-2
Inserting the Nested Table .....	17-3
Copying the Text .....	17-4
Formatting the Column Text.....	17-6
Adding Some Footer Text .....	17-7
Turning the Nested Table Border Off .....	17-8
Shading the Document.....	17-9
Printing.....	17-10
Creating a Three-Column Document .....	17-10
Making a copy of the Columns Document .....	17-10
Inserting the Third Column .....	17-11
Copying the Text .....	17-12
Printing.....	17-15
<b>Word Processing Assignment 17 .....</b>	<b>17-16</b>

## Chapter 18: Using Equations

Opening the Equation Toolbar.....	18-1
Creating a Simple Fraction.....	18-1
Combining Equations.....	18-3
Nesting Equations .....	18-6
Using Equations Within Documents.....	18-8
Adjusting Equations.....	18-11
<b>Word Processing Assignment 18 .....</b>	<b>18-12</b>

## Chapter 19: Useful Features




Templates.....	19-1
Using Prepared Templates .....	19-1
Saving Your Own Templates.....	19-2
Using Add-Ons.....	19-3
Links.....	19-5
Comments.....	19-6
Sharing Documents .....	19-8

## Google Docs Project 2

Jenson Real Estate .....	P2-1
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# Using Tab Stops

You were introduced to the use of TAB STOPS in Chapter 2. This chapter will extend their use. Using TAB STOPS efficiently is essential for the production of professional documents. The main TAB STOPS available are described in the following diagram.

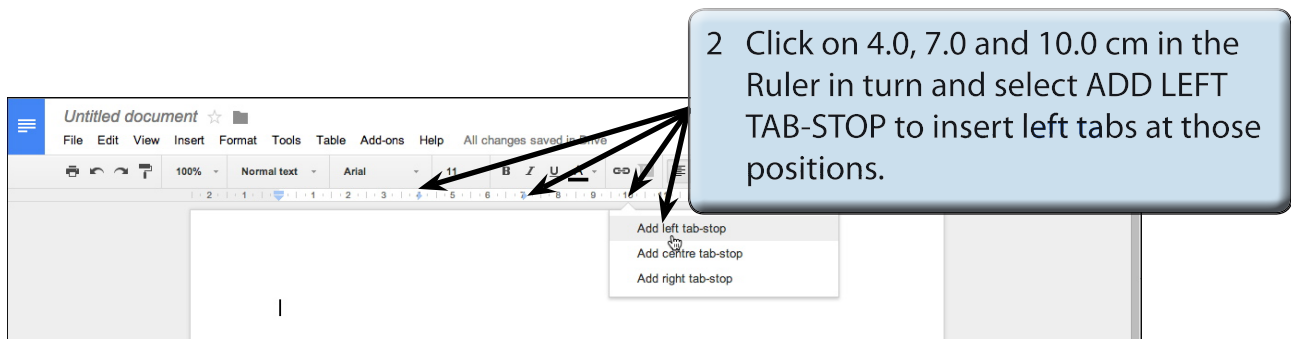
-  Represents a Left Justified Tab
-  Represents a Centre Justified Tab
-  Represents a Right Justified Tab

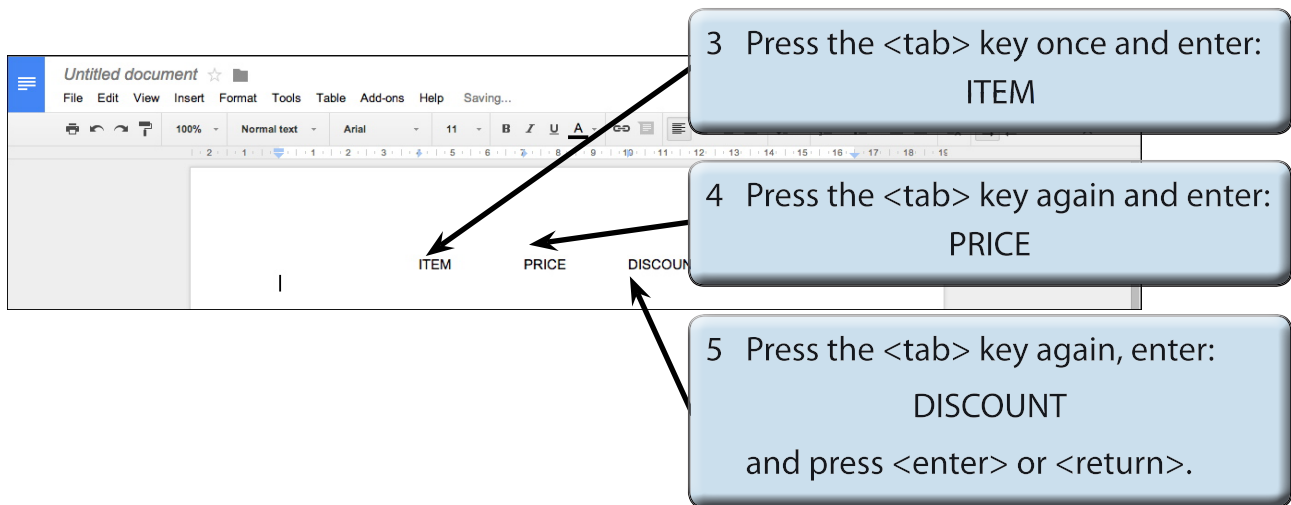
## Using Tab Stops to Enter a Discount Table

Let's enter a simple table that uses the different types of TAB STOPS.

### A Setting Left Justified Tab Stops

- 1 Load Google Docs or start a NEW DOCUMENT.





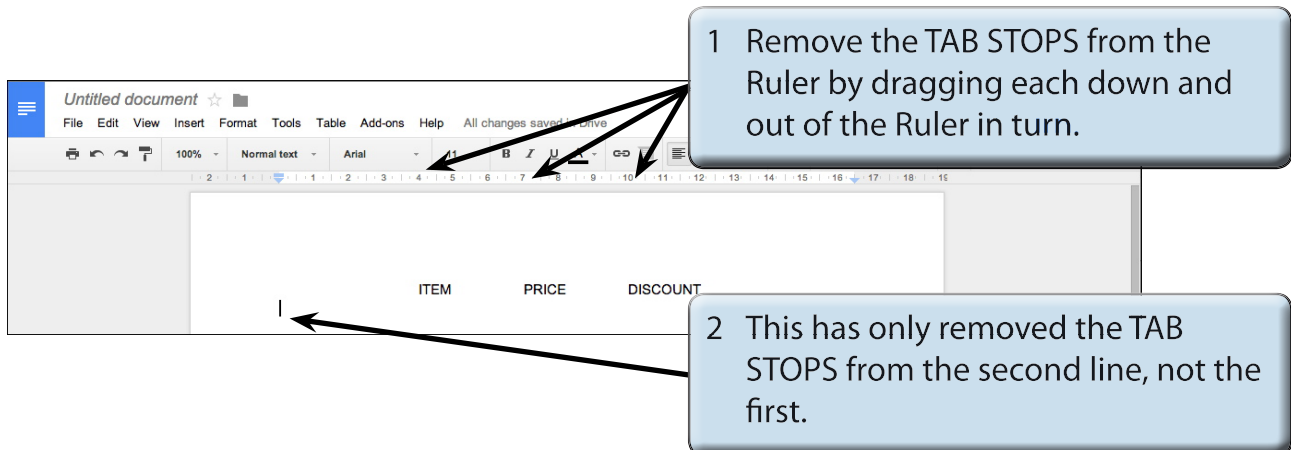
3 Press the <tab> key once and enter:  
ITEM

4 Press the <tab> key again and enter:  
PRICE

5 Press the <tab> key again, enter:  
DISCOUNT  
and press <enter> or <return>.

### B Removing Tab Stops

A fresh set of TAB STOPS will be needed on the second line so the current ones will need to be removed.



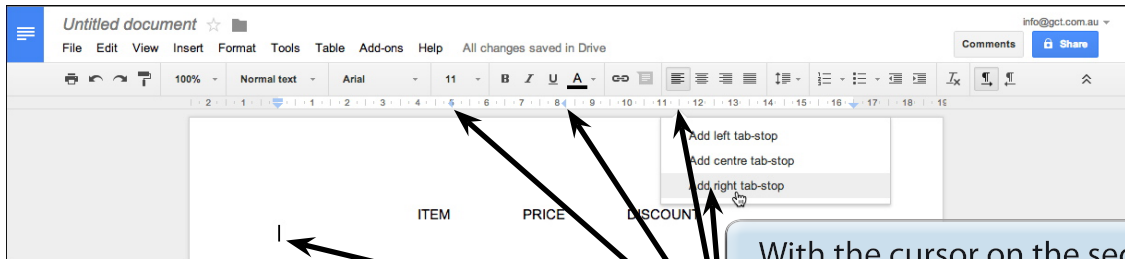
1 Remove the TAB STOPS from the Ruler by dragging each down and out of the Ruler in turn.

2 This has only removed the TAB STOPS from the second line, not the first.

**NOTE:** If your headings have been affected the cursor was in the first line or you didn't press <enter> or <return> after the DISCOUNT heading.

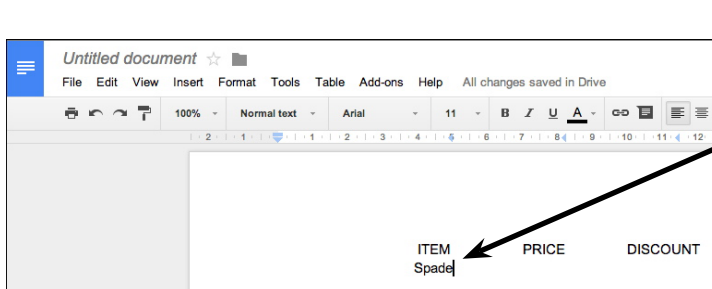
## C Setting Right Justified Tab Stops

Right justified tab stops allow you align the right edges of text or numbers.



With the cursor on the second line click on 5.0, 8.25 and 11.5 cm in the Ruler in turn and select ADD RIGHT TAB-STOP to insert right tabs at those positions.

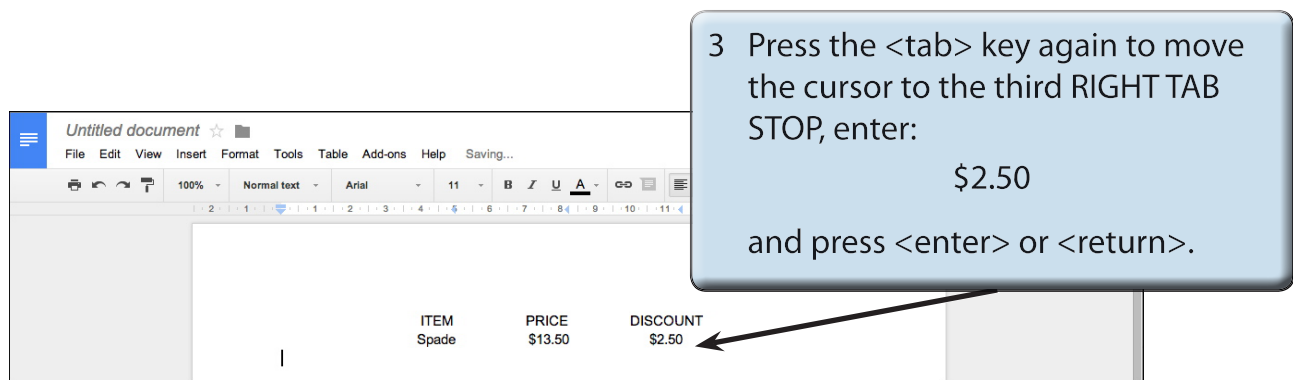
## D Completing the Table



1 Press the <tab> key once and enter:  
Spade  
The text should move to the left as you enter it.



2 Press the <tab> key again to move the cursor to the second RIGHT TAB STOP and enter:  
\$13.50

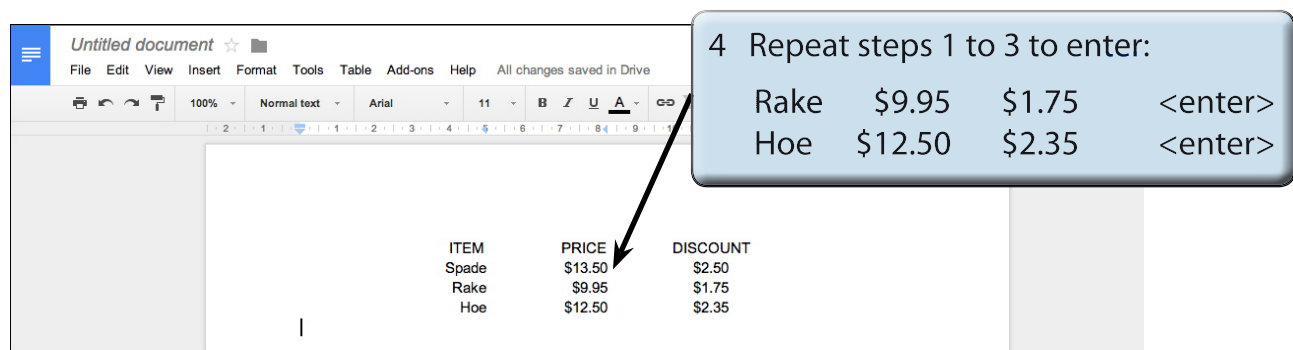


3 Press the <tab> key again to move the cursor to the third RIGHT TAB STOP, enter:

\$2.50

and press <enter> or <return>.

ITEM	PRICE	DISCOUNT
Spade	\$13.50	\$2.50



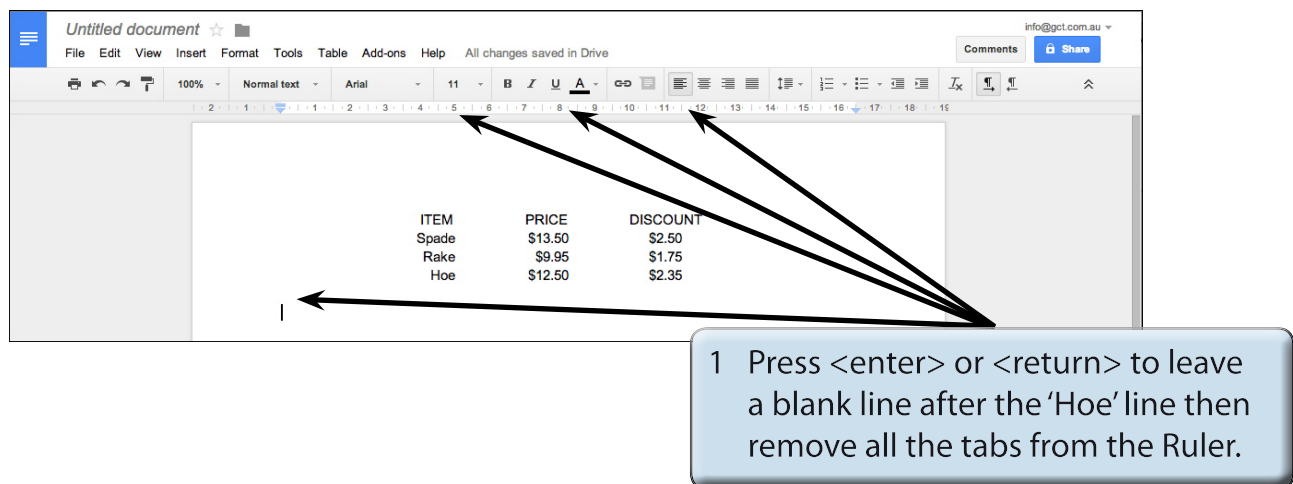
4 Repeat steps 1 to 3 to enter:

Rake \$9.95 \$1.75 <enter>  
Hoe \$12.50 \$2.35 <enter>

ITEM	PRICE	DISCOUNT
Spade	\$13.50	\$2.50
Rake	\$9.95	\$1.75
Hoe	\$12.50	\$2.35

## E Centre Justified Tab Stops

You can align text to the centre of a tab stop using a CENTRE JUSTIFIED TAB STOP.



1 Press <enter> or <return> to leave a blank line after the 'Hoe' line then remove all the tabs from the Ruler.

ITEM	PRICE	DISCOUNT
Spade	\$13.50	\$2.50
Rake	\$9.95	\$1.75
Hoe	\$12.50	\$2.35

# Using the Table Tools

Tables can be inserted into Google Documents. Basically, the TABLE is a simplified spreadsheet that can be inserted anywhere in a document. Its use can save you having to set margins and indents using the Ruler. Let's create a simple roster to illustrate the use of the table tools.

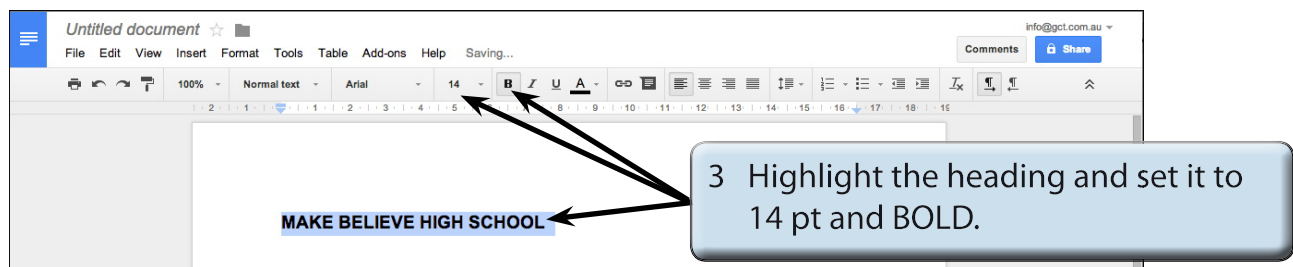
## Starting the Document

1 Load Google Docs or start a NEW DOCUMENT.

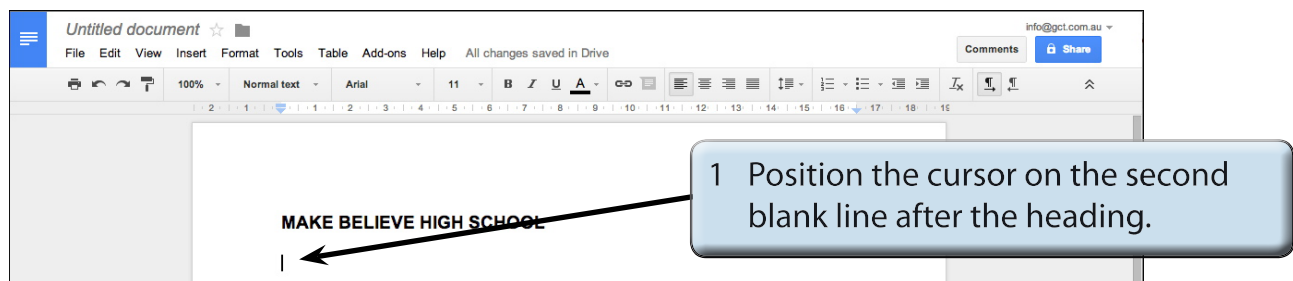
2 Enter the heading:

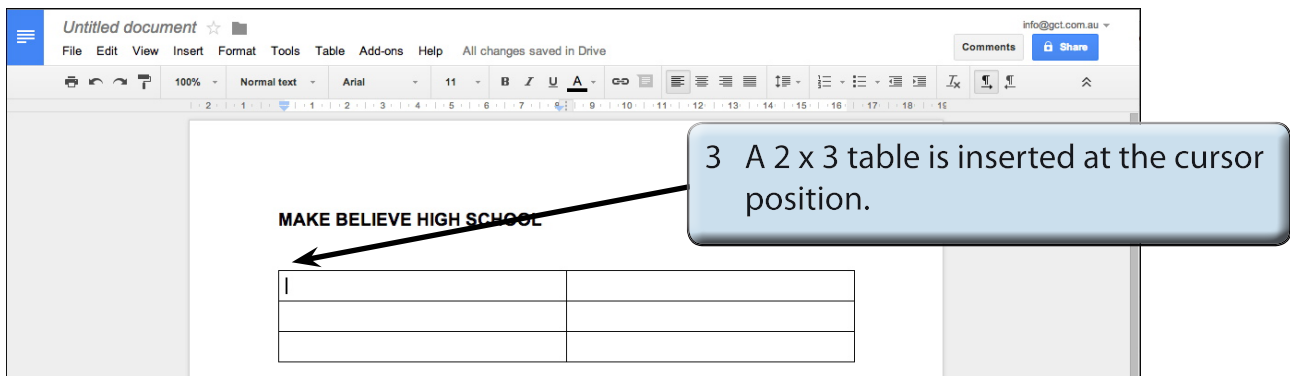
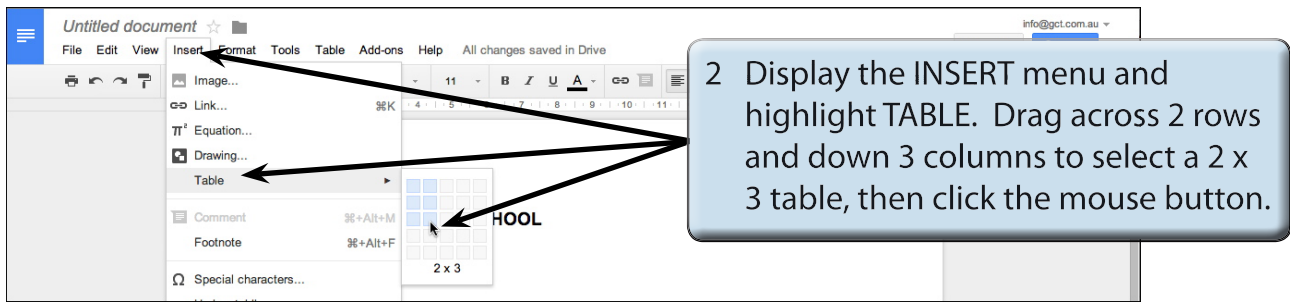
MAKE BELIEVE HIGH SCHOOL

and press the <enter> or <return> key twice to add some space after it.



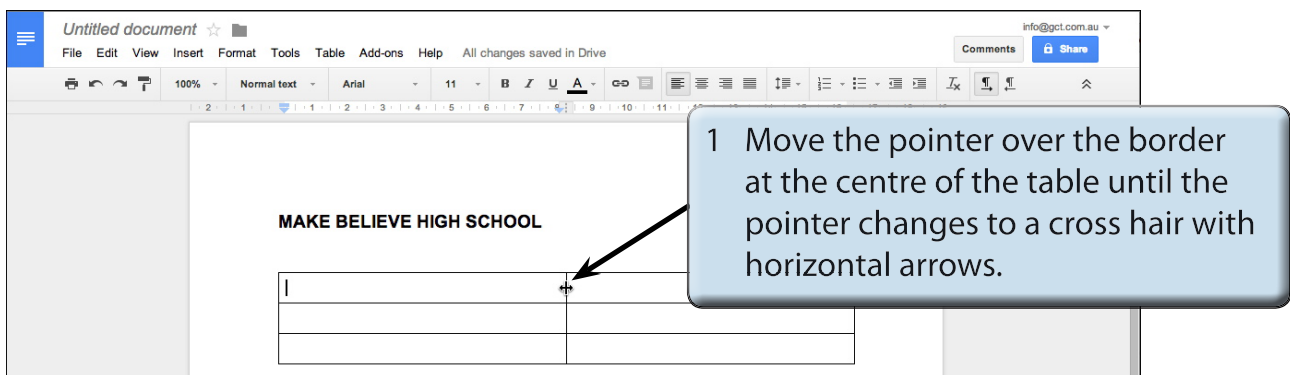
## Inserting the Table





## Changing Column Widths

The widths of columns can be adjusted.





2 Drag the border to the left so that COLUMN A is 4 cm wide.

3 COLUMN B is now much wider.

MAKE BELIEVE HIGH SCHOOL


## Entering the Headings

The headings for the table will be entered in the top row.

1 Click in the top left cell and enter:  
Yard Duty Roster

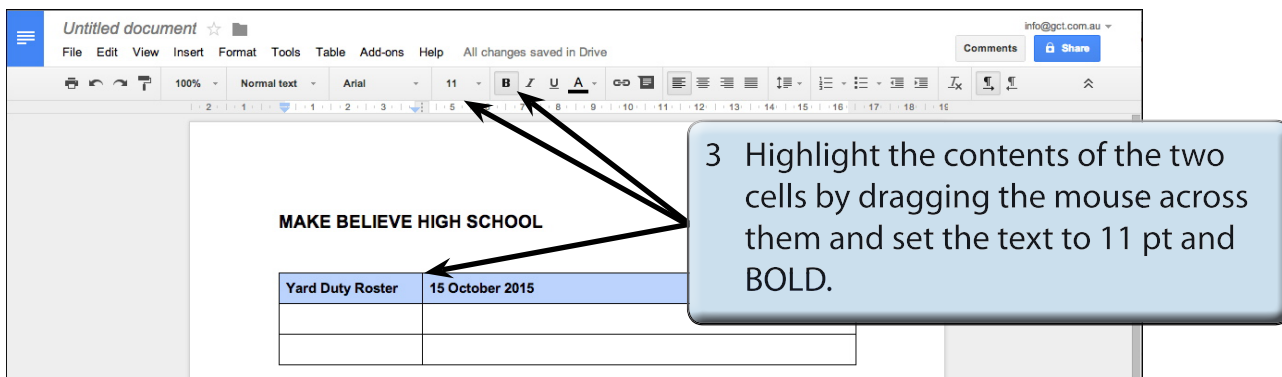
MAKE BELIEVE HIGH SCHOOL

Yard Duty Roster	

2 Press the <tab> key to move the cursor across to the next cell and enter:  
15 October 2015

MAKE BELIEVE HIGH SCHOOL

Yard Duty Roster	15 October 2015



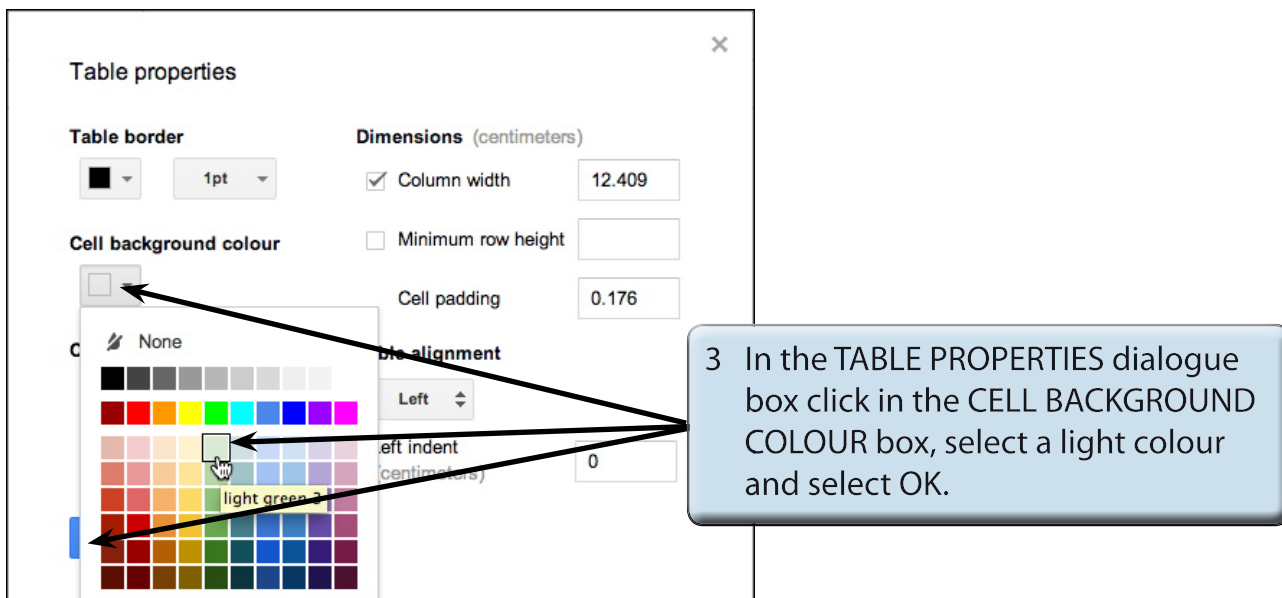
3 Highlight the contents of the two cells by dragging the mouse across them and set the text to 11 pt and BOLD.

**NOTE:** Unfortunately, at this point in time, Google Docs does not allow you to merge groups of cells into one cell, so the headings needed to be entered over 2 cells.

## Shading Cells

Cells within the table can be shaded.

- 1 The top two cells should still be highlighted.
- 2 Display the TABLE menu and select TABLE PROPERTIES.



3 In the TABLE PROPERTIES dialogue box click in the CELL BACKGROUND COLOUR box, select a light colour and select OK.

# Adding Tables to Documents

Tables in Google Docs can be inserted anywhere within a document. To illustrate this a table will be added to a prepared document about discounts offered by a company selling computer equipment.

## Loading the Prepared Document

A sample letter has been prepared for you. Your task will be to insert a TABLE into it.

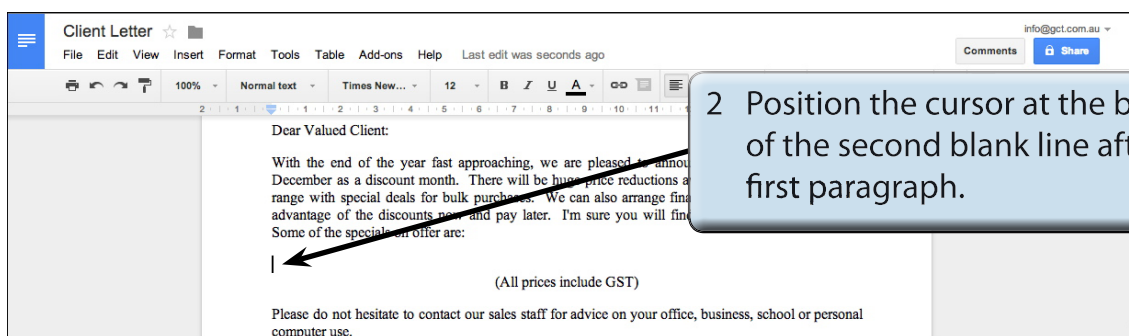
- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the DOCS SUPPORT FILES, open the CHAPTER 13 folder and load the file:

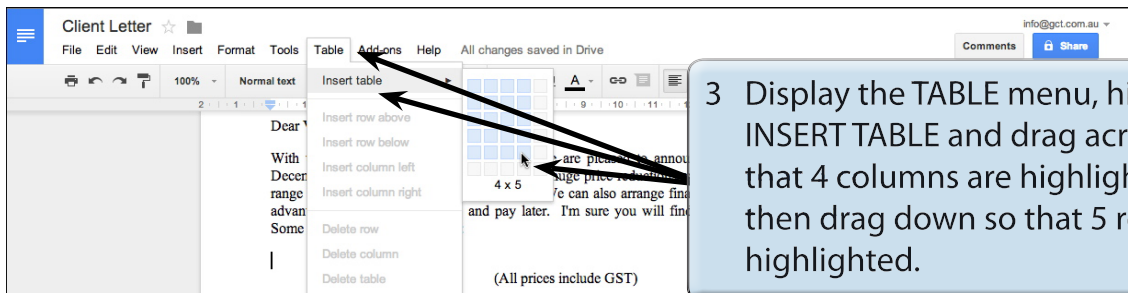
Client Letter

## Inserting a Table

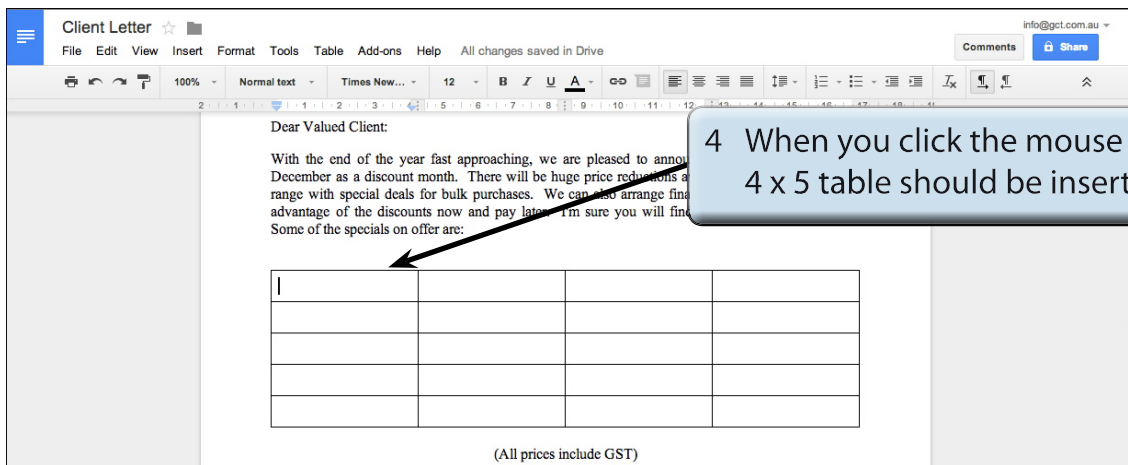
A table will be placed in the centre section of the letter.

- 1 Read the letter to become familiar with it.



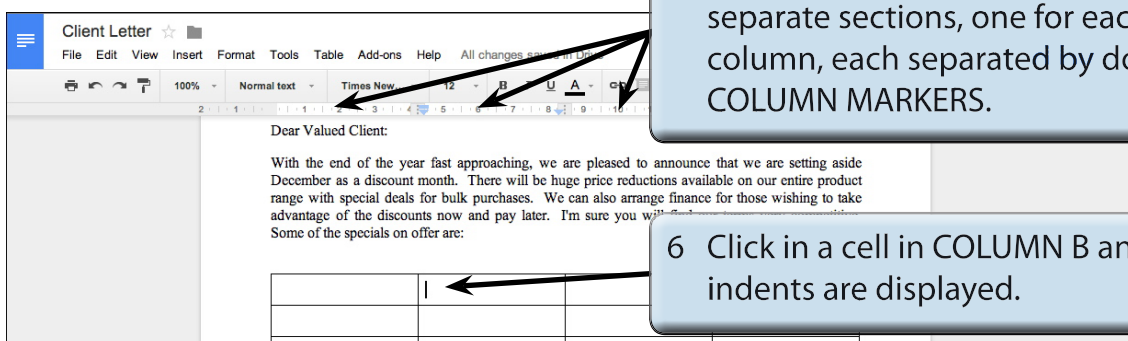


3 Display the TABLE menu, highlight INSERT TABLE and drag across so that 4 columns are highlighted then drag down so that 5 rows are highlighted.



4 When you click the mouse button a 4 x 5 table should be inserted.

**NOTE: COLUMNS** are usually referred to by a letter, A, B, C, etc. **ROWS** are referred to as numbers, 1, 2, 3, etc. The rectangles in the **TABLE** are called **CELLS** and they are labelled with the **COLUMN** then **ROW** labels. For example, the first cell is A1, the cell directly below it is A2, the cell directly to the right of it is B1.

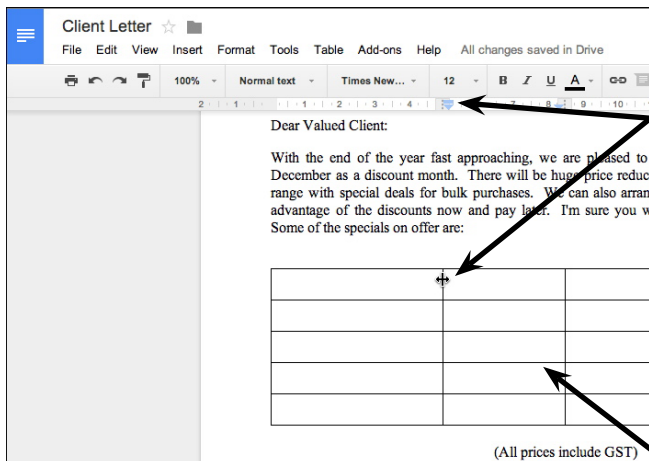


5 Notice that the Ruler now has four separate sections, one for each column, each separated by dotted COLUMN MARKERS.

6 Click in a cell in COLUMN B and its indents are displayed.

## Adjusting the Column Widths

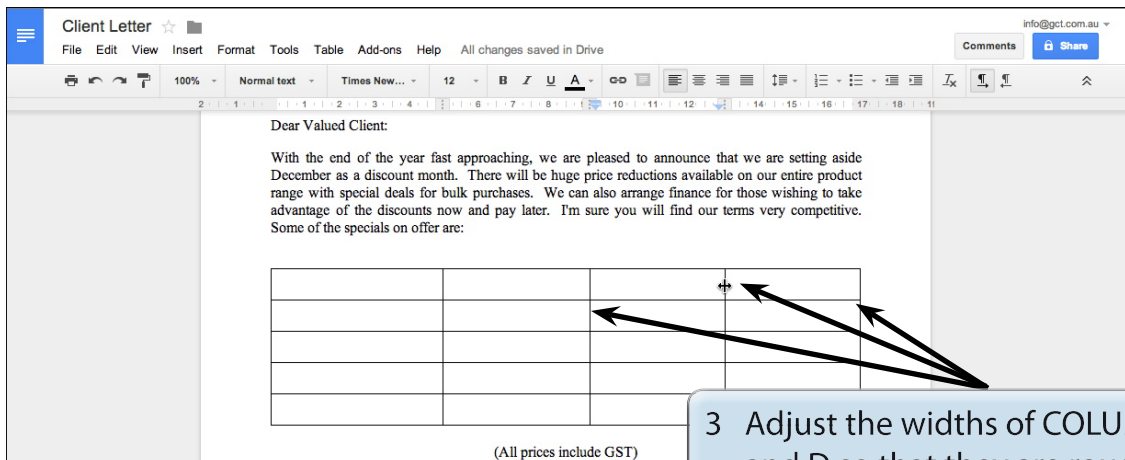
The first column will contain equipment names and, as such, it will need to be wider than the other columns.



1 Move the pointer over the gridline between COLUMNS A and B until it changes to a crosshair with horizontal arrows and drag the gridline to the right so that COLUMN A is 5.0 cm wide.

2 The width of the COLUMN B will be reduced.

(All prices include GST)



3 Adjust the widths of COLUMNS B, C and D so that they are roughly even.

(All prices include GST)

The screenshot shows a Google Docs document titled "Client Letter". The text reads: "Dear Valued Client: With the end of the year fast approaching, we are pleased to announce that we are setting aside December as a discount month. There will be huge price reductions available on our entire product range with special deals for bulk purchases. We can also arrange finance for those wishing to take advantage of the discounts now and pay later. I'm sure you will find our terms very competitive. Some of the specials on offer are:" Below the text is a table with 3 columns and 5 rows. A callout box points to the ruler with the text: "4 You can also use the COLUMN MARKERS in the Ruler to adjust column widths."


(All prices include GST)

## Entering Data into the Table

We are now ready to enter data into the table.

### A The Headings

The screenshot shows the same Google Docs document. The table now has headings: "Equipment" in the first column and "Brand" in the second column. Two callout boxes provide instructions: "1 Click in cell A1 and enter: Equipment" and "2 Press the <tab> key to move the cursor to cell B1 and enter: Brand".

Equipment	Brand	

(All prices include GST)

# Using Styles

STYLES are a collection of text formats. They are available from the PARAGRAPH STYLES option in the FORMAT menu or from the STYLES icon in the TOOLBAR. STYLES can be applied to text at any time and you can modify the provided styles to suit your needs. The default style is NORMAL TEXT.

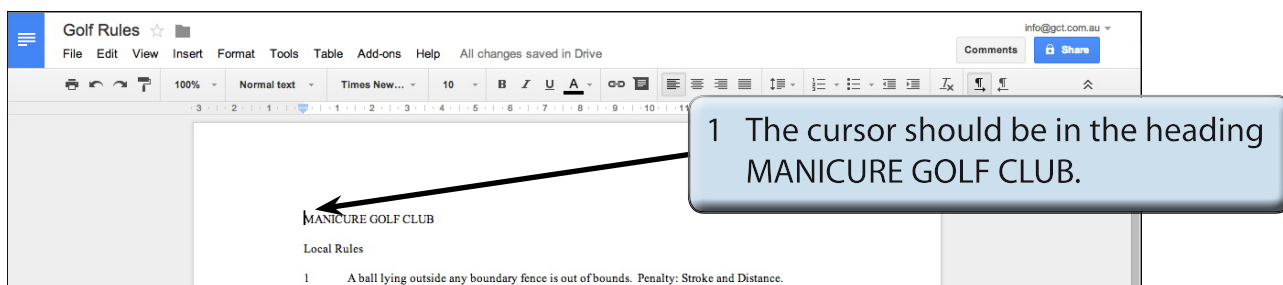
The major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted, all the text set to that STYLE is automatically adjusted as well.

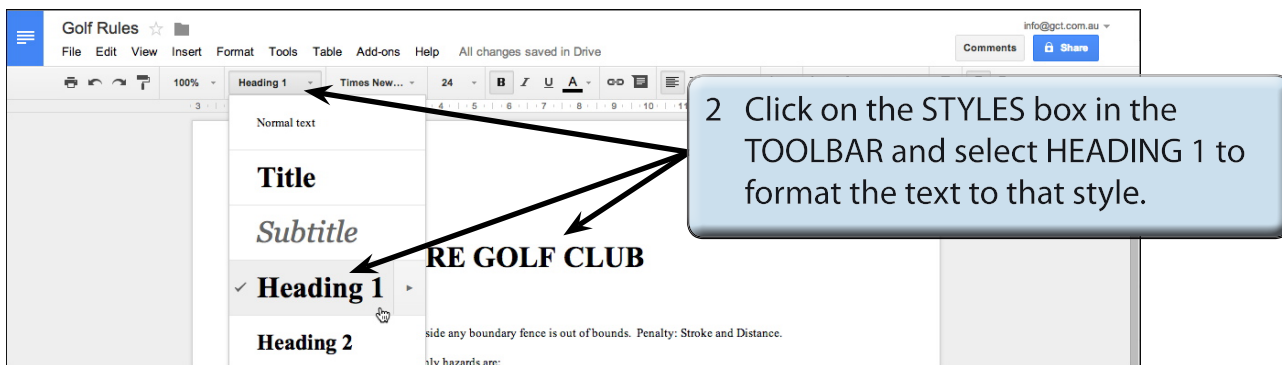
## Loading a Sample File

- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the DOCS SUPPORT FILES, open the CHAPTER 14 folder and load the GOLF RULES file.
- 5 The file contains rules and etiquette for a golf club. Your task will be to format it using styles.

## Using Preset Styles

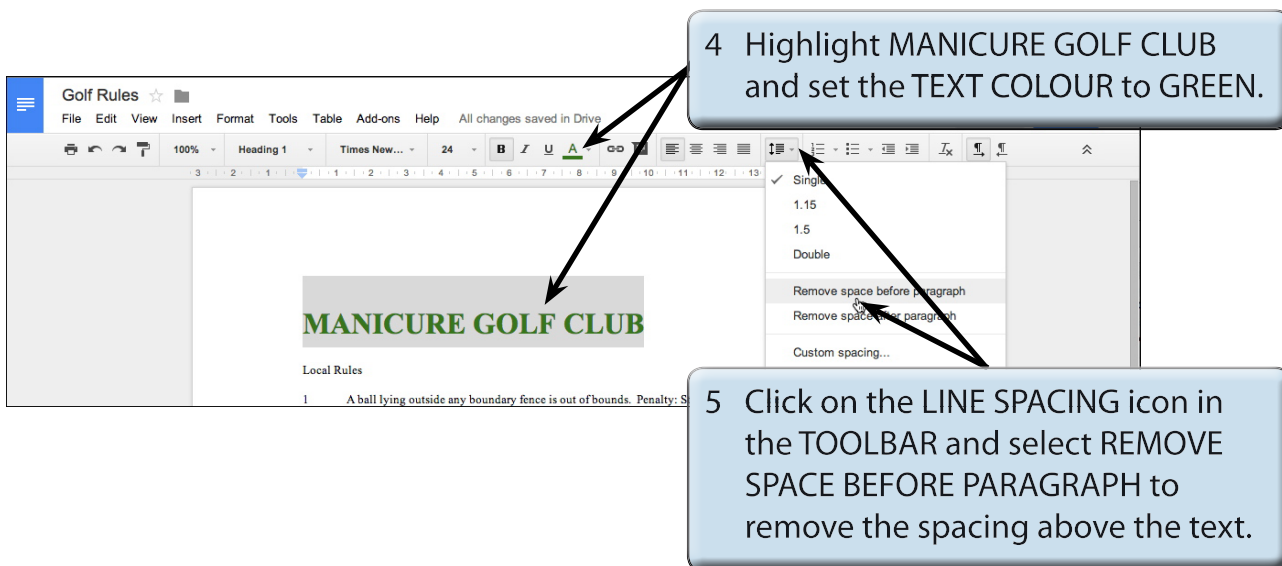
The easiest way to use STYLES is to simply use the provided styles to format text. Let's format the main heading to the HEADING 1 style.





**NOTE: STYLES in Google Docs are PARAGRAPH STYLES which means that whole paragraphs are formatted when you select a style.**

3 You can modify the text after it has been set to a style.



**NOTE:**

- i The preset styles in Google Docs usually have paragraph spacing included in the style.
- ii The changes you have made to the heading are not permanent. If you select HEADING 1 from the STYLES icon, the original style formats will be returned to the text.

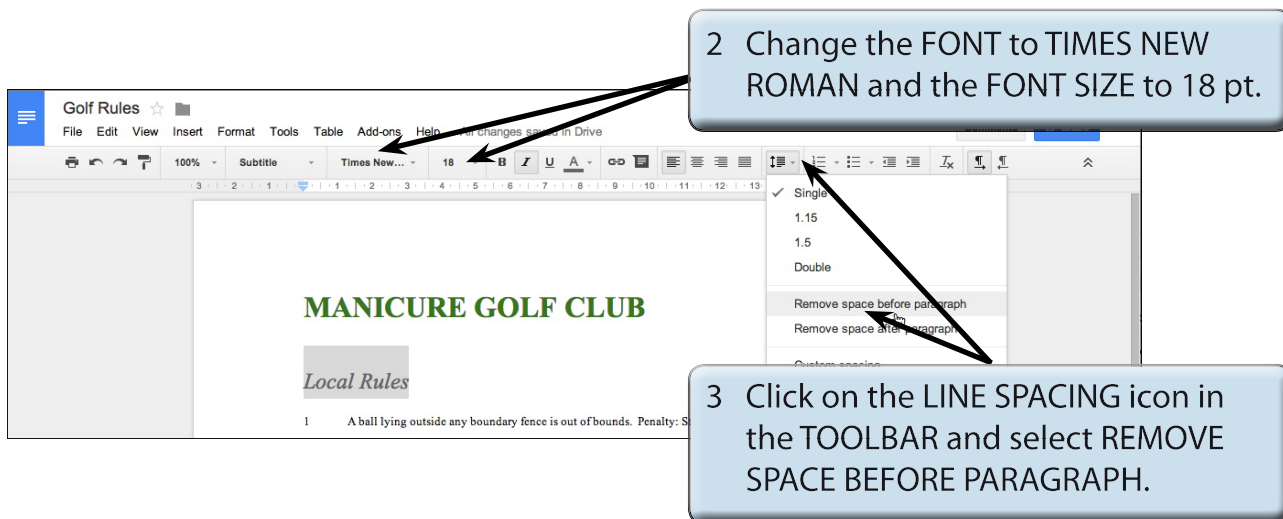
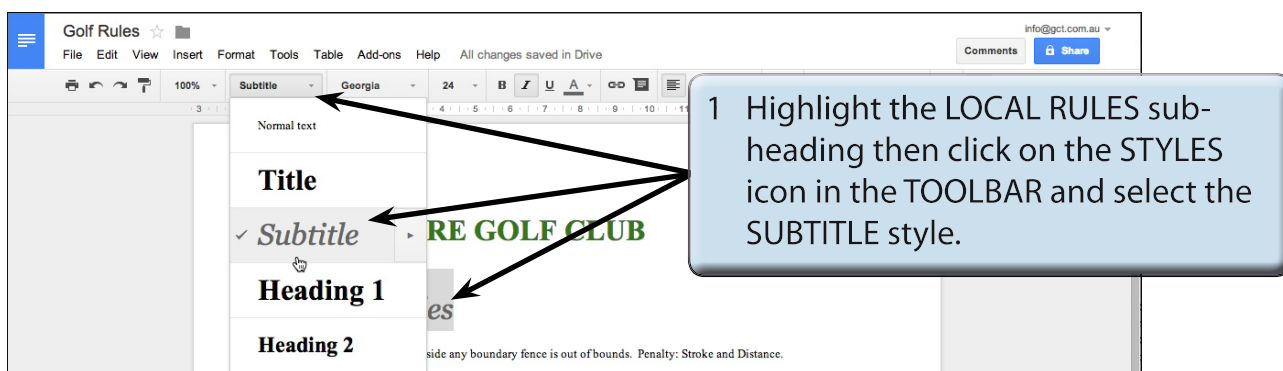


## Creating Your Own Styles

You can record any format changes you make to a style so that you have a customised styles that suits your needs.

### A Setting the Formats

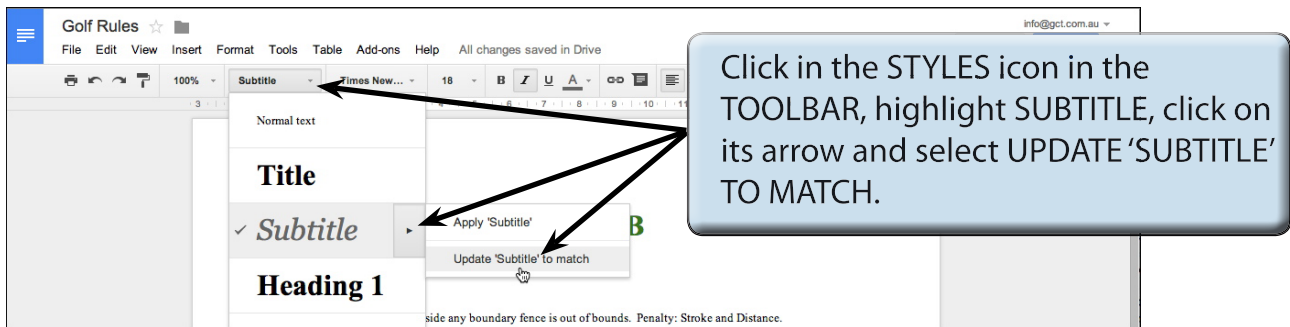
The steps in creating your own styles is to add the required formats then update the style in the STYLES list.



- 4 We want to record this format so that the other sub-headings can be set to the same style.

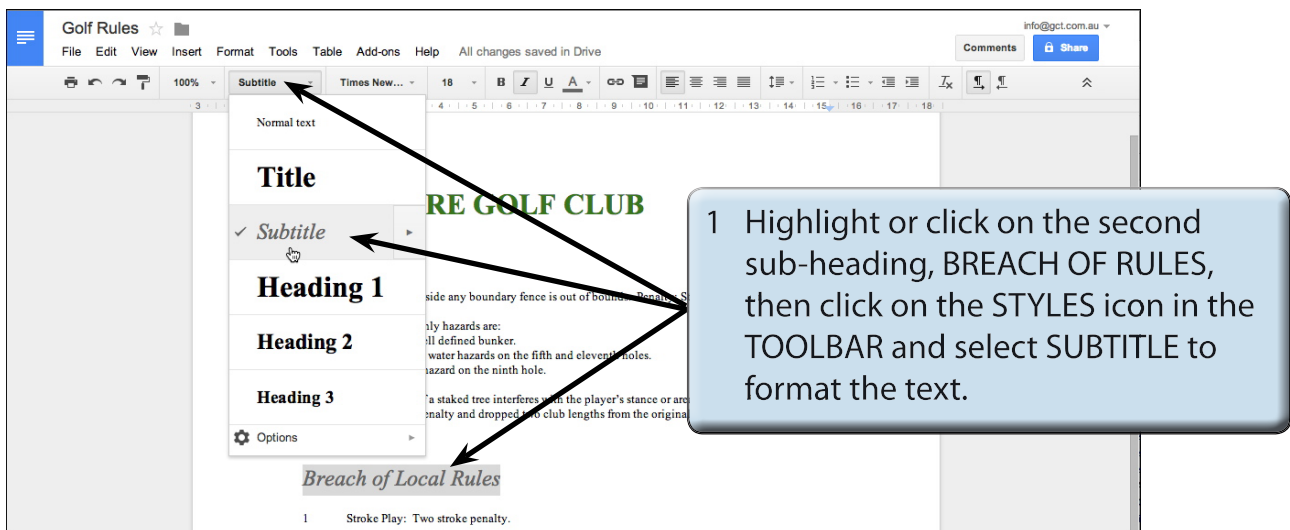
## B Updating the Style

The style needs to be updated so that the new formats are recorded.



## C Applying the Style

The style can now be applied to other text in the document.



**NOTE:** When setting a heading or paragraph to a style, it is personal choice whether you highlight the text or simply click on the text.

# Creating a Table of Contents

A valuable applications of using styles is the automatic creation of a table of contents. To illustrate this you will create a Table of Contents (TOC) for a travel agency.

## Loading the Prepared File

- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the DOCS SUPPORT FILES, open the CHAPTER 15 folder and open the file:

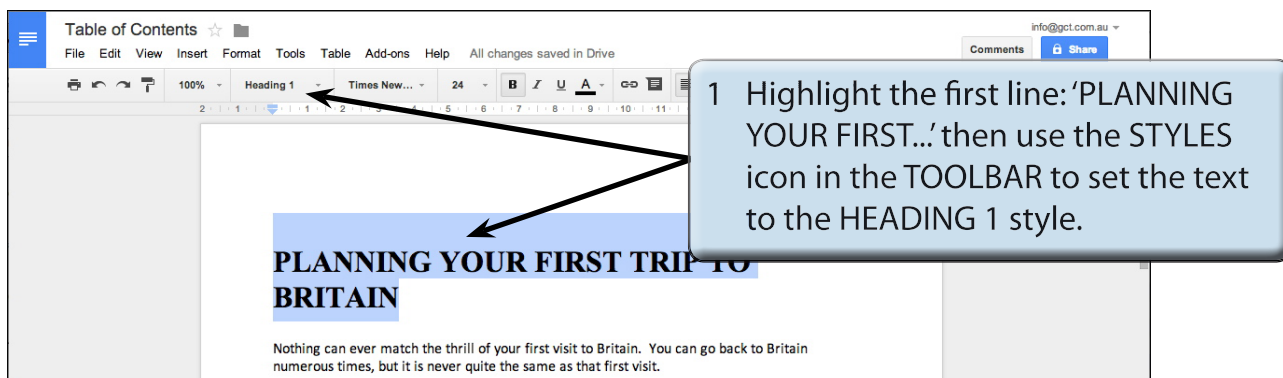
Table of Contents

## Setting the Styles

Before Google Docs can automatically create a table of contents, the text must be set to styles.

### A The Main Heading Style

The Main Heading will be set to the HEADING 1 style.



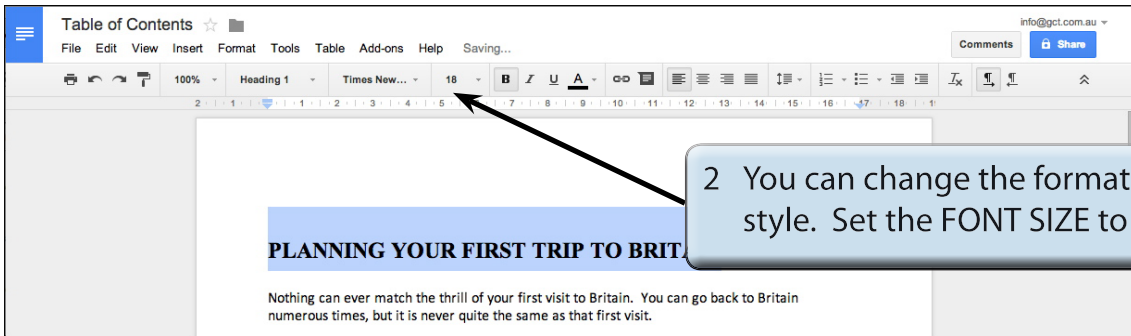


Table of Contents ☆

File Edit View Insert Format Tools Table Add-ons Help Saving...

100% Heading 1 Times New... 18 B I U A

2 1 1 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

**PLANNING YOUR FIRST TRIP TO BRITAIN**

Nothing can ever match the thrill of your first visit to Britain. You can go back to Britain numerous times, but it is never quite the same as that first visit.

2 You can change the format of the style. Set the FONT SIZE to 18 pt.

## B The Sub-Headings Style

The sub-headings will be set to the HEADING 2 style.

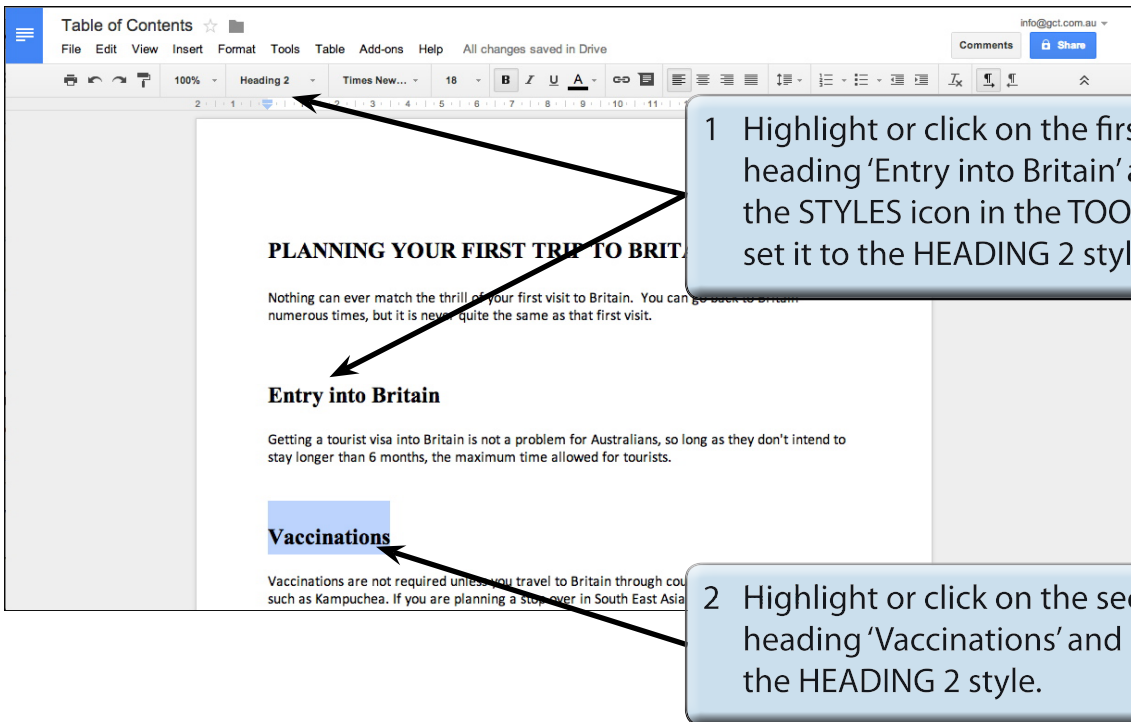


Table of Contents ☆

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

100% Heading 2 Times New... 18 B I U A

2 1 1 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

**PLANNING YOUR FIRST TRIP TO BRITAIN**

Nothing can ever match the thrill of your first visit to Britain. You can go back to Britain numerous times, but it is never quite the same as that first visit.

**Entry into Britain**

Getting a tourist visa into Britain is not a problem for Australians, so long as they don't intend to stay longer than 6 months, the maximum time allowed for tourists.

**Vaccinations**

Vaccinations are not required unless you travel to Britain through countries such as Kampuchea. If you are planning a stop over in South East Asia...


1 Highlight or click on the first sub heading 'Entry into Britain' and use the STYLES icon in the TOOLBAR to set it to the HEADING 2 style.

2 Highlight or click on the second sub heading 'Vaccinations' and set it to the HEADING 2 style.

## Publishing Tasks

The TABLE tool can be used to create detailed publishing documents. This is where you layout a page into blocks and insert text and/or graphics into those blocks.

To illustrate Google Docs' publishing capabilities the following document will be created.



**PARRY & SYKES**  
**REAL ESTATE**

**HIGHTON**

Just listed, this sound home offers 4 good-sized bedrooms, comfortable lounge, central kitchen, plus family room. Excellent parking makes this a most appealing home. Call now for your inspection.

Asking only \$528,000

**BELMONT**

Delightful BV home in a most pleasant street, featuring 3 bedrooms each with BIR, study, updated kitchen, tastefully decorated lounge with a northerly aspect. Your inspection is highly recommended.

Priced to sell at \$408,000

**HIGHTON**

Low maintenance home in a quiet court handy to the Highton Shopping Centre. Very good condition inside and out with many internal improvements. New carpets, well established garden and double garage.

Special price \$532,000

**BELMONT**

Beautifully presented 3 BR home of 14 squares. All gas appliances, BIR in each bedroom, bathroom with vanity unit and separate shower recess. Outside there is a well established garden, entertainment area and double garage.

Reduced to \$376,000

225 High Street, Belmont, Vic, 3216  
Phone: 03 5243 8852

Graeme Parry 0410 489 259  
Rebecca Sykes 0410 590 389

## The Thumbnail Sketch

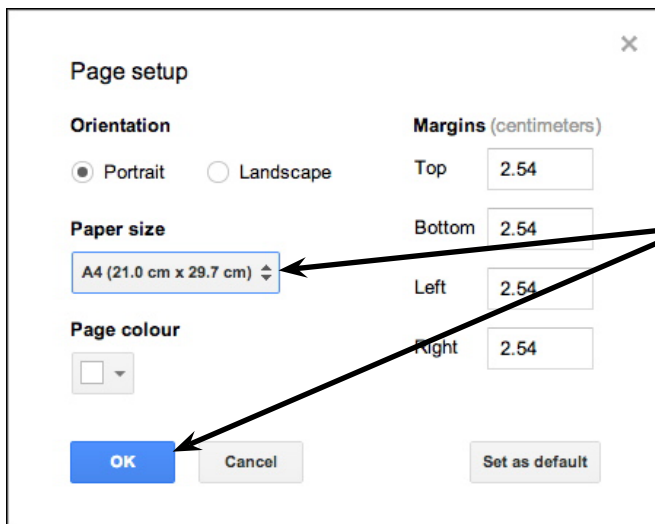
Whenever you embark on a publishing task some prior planning of what you want your page to look like is necessary. Usually a rough sketch of the page is drawn on paper showing where you intend to place the text and graphics frames (cells). This sketch is called a THUMBNAIL SKETCH. A THUMBNAIL SKETCH (Table Layout) for the page you are about to create is shown below.

	House Image	Company Name	
	House 1 Details	House 2 Details	
	House 3 Details	House 4 Details	
	Company Address	Agents Details	

## Page Setup

Before starting the publication the paper size should be set.

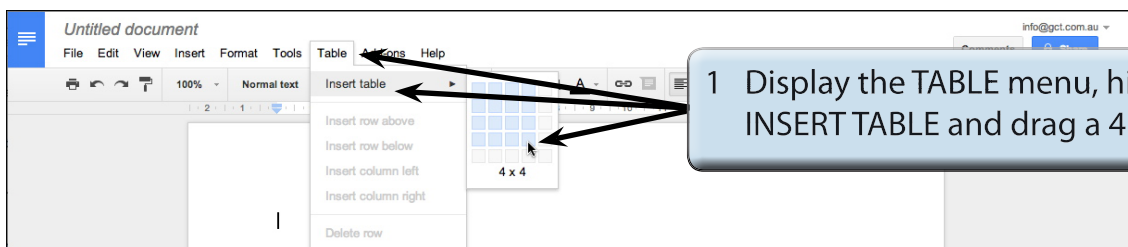
- 1 Load Google Docs or start a NEW DOCUMENT.
- 2 Display the FILE menu and select PAGE SETUP.



- 3 Set the PAPER SIZE box to the paper size your printer uses (it is probably A4) and select OK.

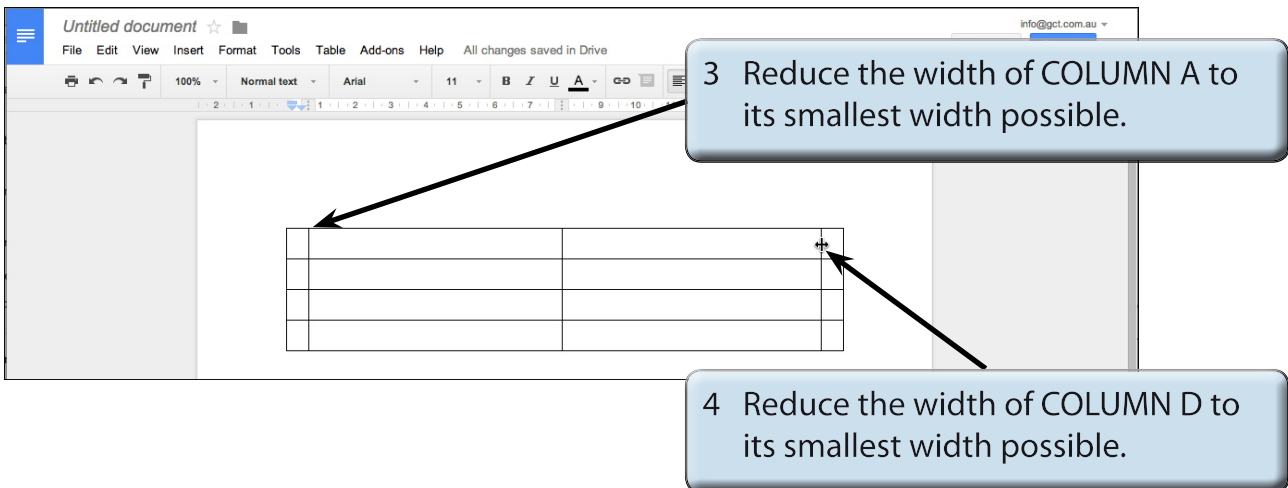
## Drawing the Table

The table will be inserted to match the thumbnail sketch.



- 1 Display the TABLE menu, highlight INSERT TABLE and drag a 4 x 4 table.

- 2 When you click the mouse button the table is inserted.



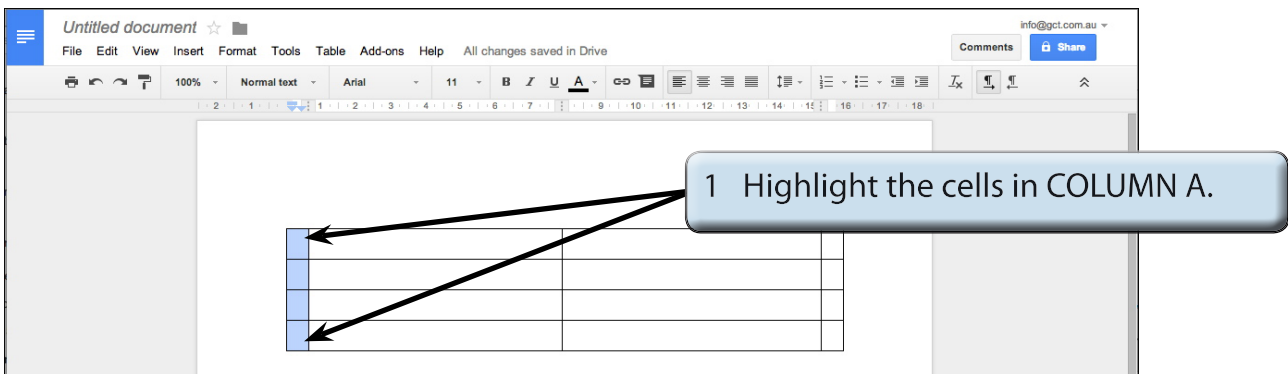
The screenshot shows a Google Docs interface with a table containing 4 columns and 5 rows. Two callout boxes provide instructions:

- Box 3: "3 Reduce the width of COLUMN A to its smallest width possible." with an arrow pointing to the first column.
- Box 4: "4 Reduce the width of COLUMN D to its smallest width possible." with an arrow pointing to the fourth column.

**NOTE: COLUMNS A and D will form the border of the publication.**

## Shading Cells

Cell Borders will be turned off when the publication is complete, so the cells in COLUMNS A and D can be shaded to create the effect.



The screenshot shows the same table as before, but the first column (Column A) is highlighted in blue. A callout box provides the instruction:

- Box 1: "1 Highlight the cells in COLUMN A." with an arrow pointing to the first column.

2 Display the TABLE menu and select TABLE PROPERTIES.



## Displaying Text in Columns

When entering a page of text it is sometimes advantageous to place that text in columns. This can make the passage easier to read and make more efficient use of the space available on a page. Normally 2 or 3 columns are used.

Unfortunately, Google Docs does not have a column tool, but tables can be used as a work around. It does mean a little cutting and pasting to ensure that the columns are even at the base of the page. You can also nest tables within other tables to create a thin border around the page contents, which makes column text look more professional.

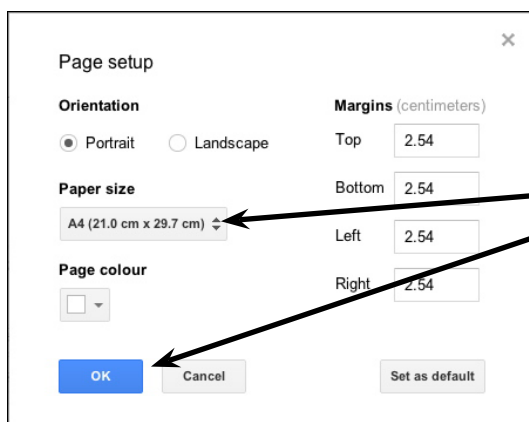
## Loading a Prepared Article

An article about Japan has been entered for you. It will need to be opened then accessed to copy the text into the cells of the document that will contain the columns.

- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the DOCS SUPPORT FILES, open the CHAPTER 17 folder and load the COLUMN TEXT file.

## Starting the New Document

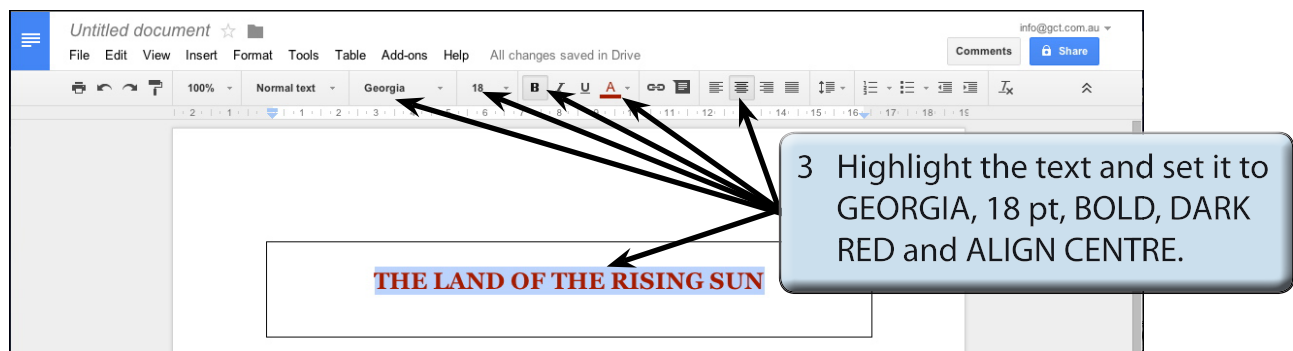
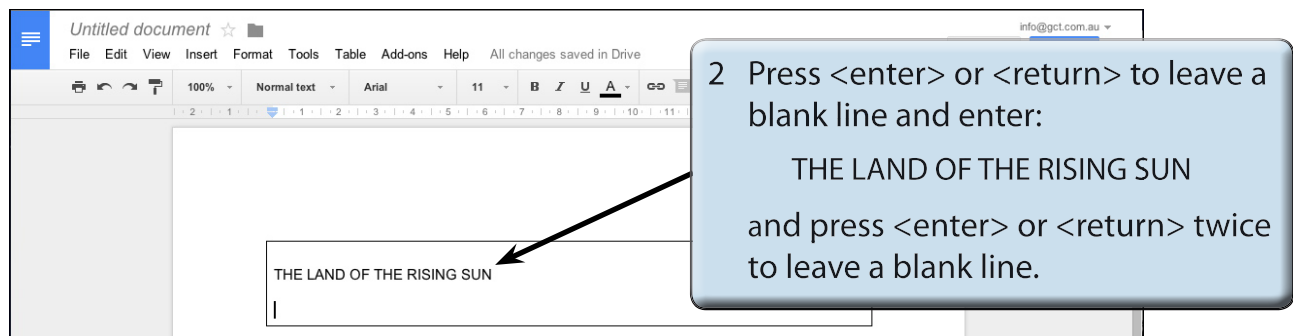
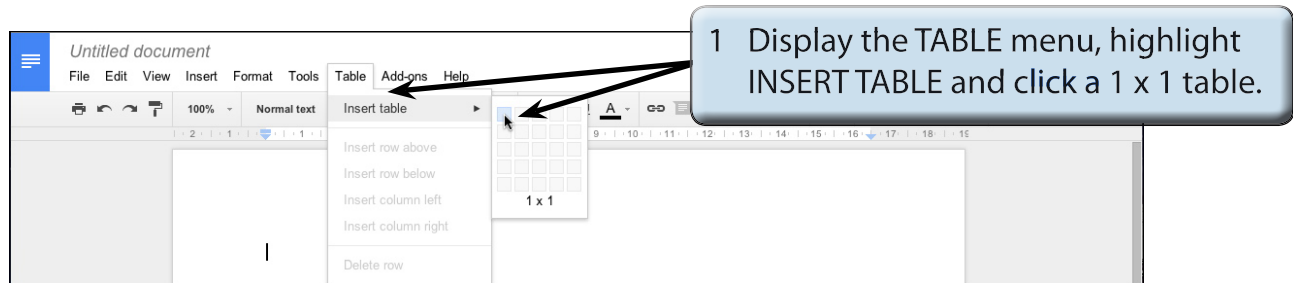
- 1 Display the FILE menu, highlight NEW and select DOCUMENT to start a new document.
- 2 Display the FILE menu again and select PAGE SETUP



- 3 Set the PAPER SIZE to A4 (or the paper size that your printer uses) and select OK.

## Inserting the First Table

The first table will be a single celled table which will act as a container for the rest of the document. Its cell border will become the page border for the document.



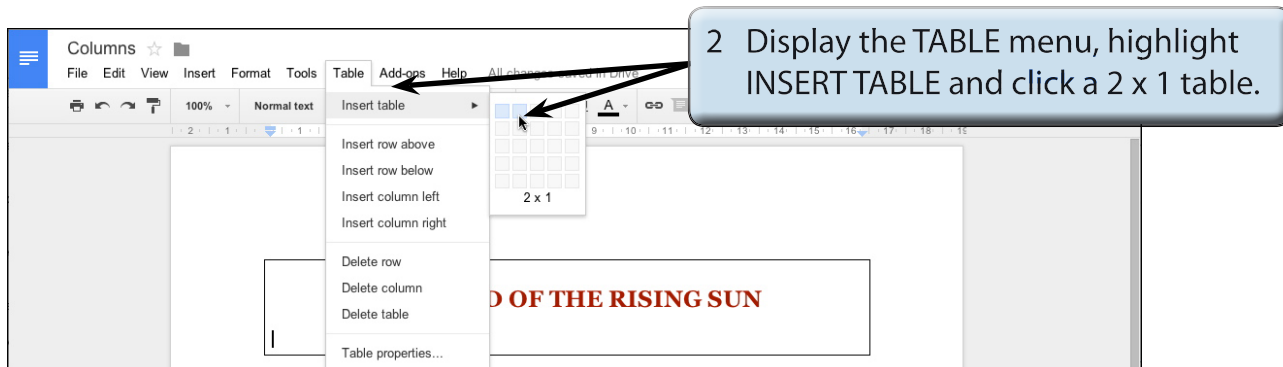
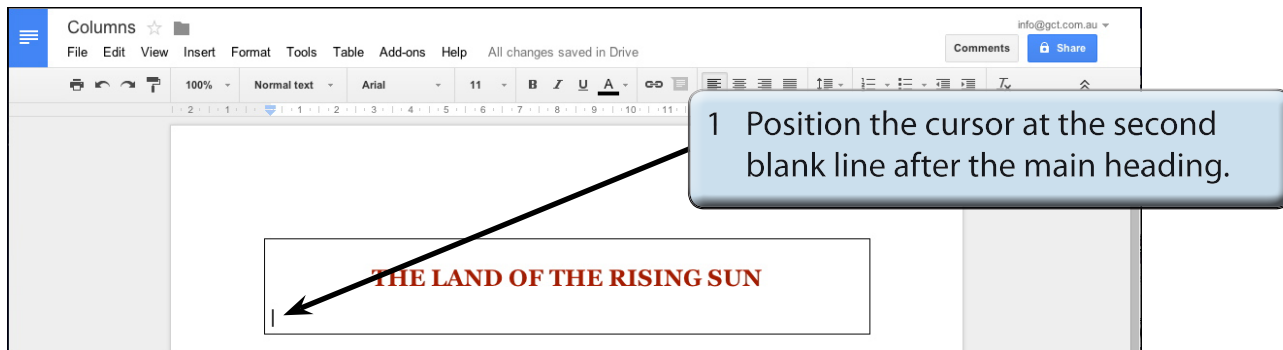
**NOTE:** This text will be the heading over the columns of text.

4 Rename the document:

Columns

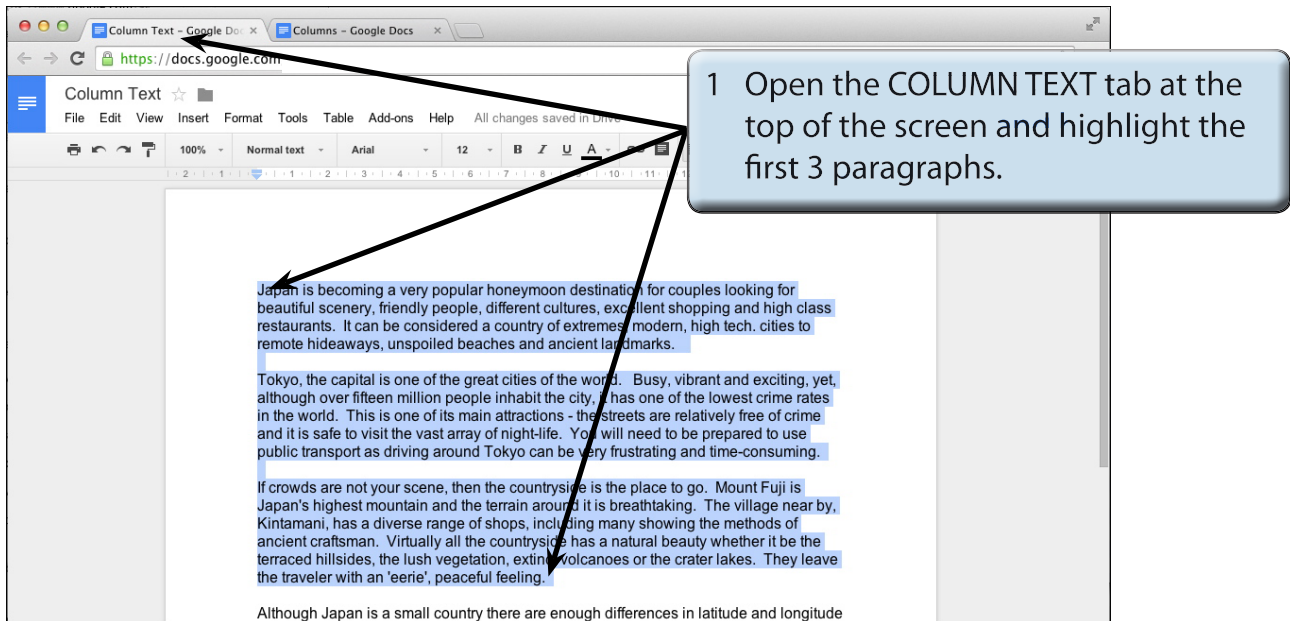
## Inserting the Nested Table

A 2 column 1 row table will be inserted within the first table. You can nest multiple tables within other tables to create the page layout you need.

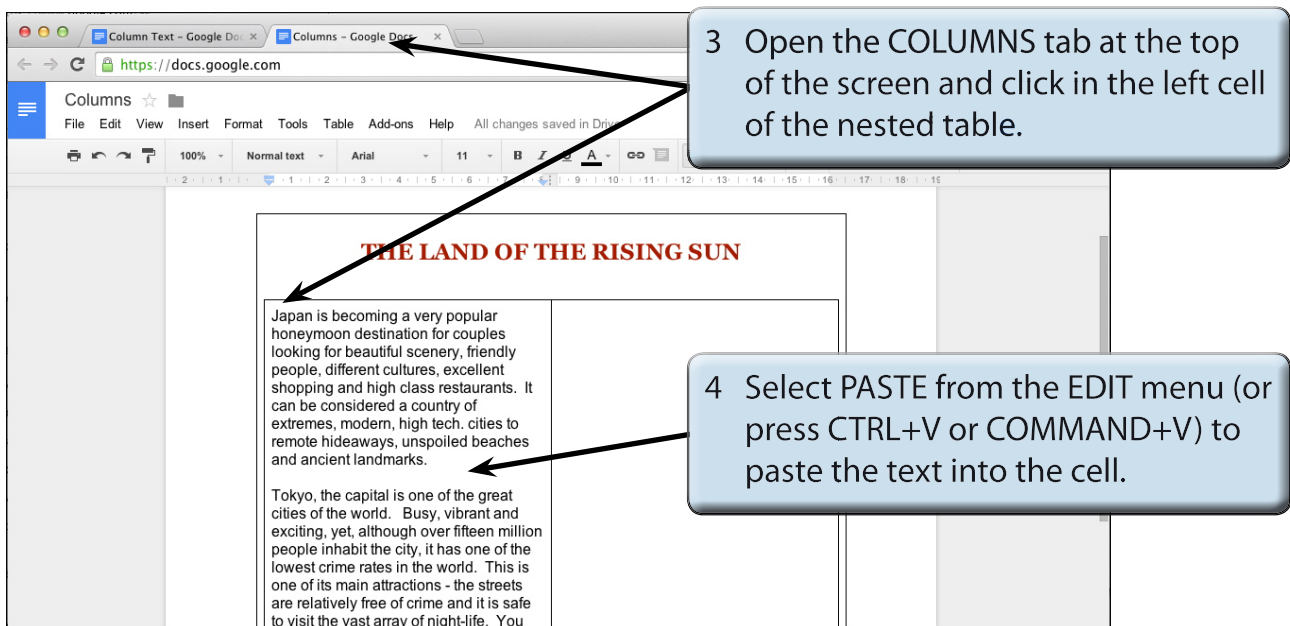


## Copying the Text

The text from the COLUMN TEXT document can now be copied into the cells of the nested table. Unfortunately, there is a bit of trial and error with this process to make the columns even as you cannot flow text from one cell to the next.



- 2 Display the EDIT menu and select COPY (or press CTRL+C or COMMAND+C) to copy the text.



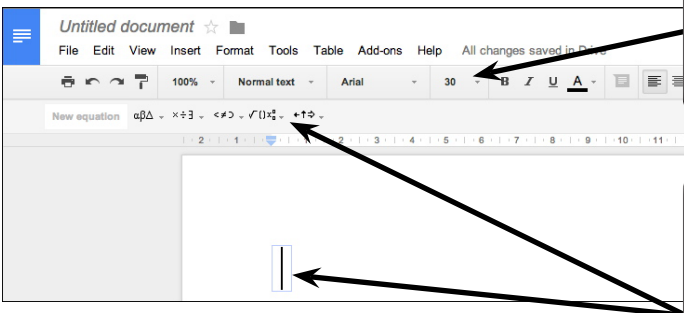
# Using Equations

Google Docs allows you to insert fractions, mathematical formulas and equations, chemical equations, etc. into documents. It automatically does most of the formatting for you when you enter an equation, for example, variables are formatted in italic and it applies superscript format.

## Opening the Equation Toolbar

The equation tools are contained in a TOOLBAR that is opened when you insert an equation or when you select EQUATION TOOLBAR from the View menu.

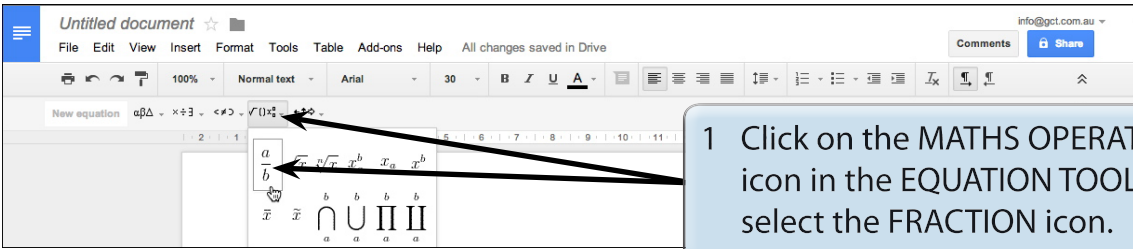
- 1 Load Google Docs or start a NEW DOCUMENT.



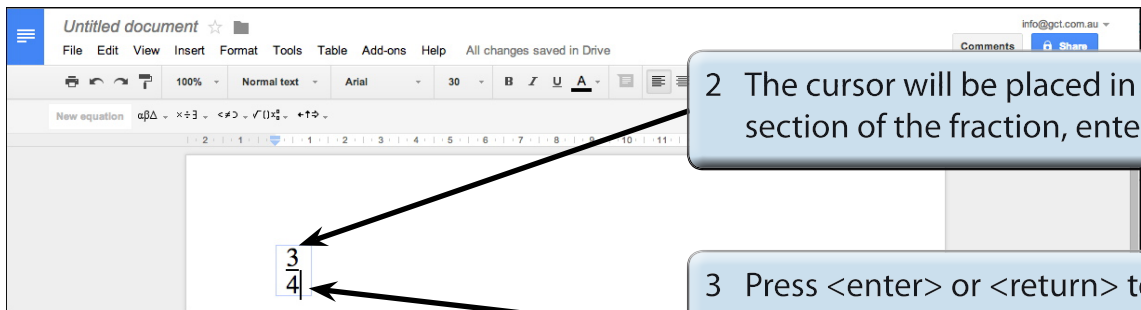
2 Set the FONT SIZE to 30 pt so the equation will be easier to view as you enter its components.

3 Display the INSERT menu and select EQUATION. The EQUATION TOOLBAR is added below the normal TOOLBAR and the EQUATION FRAME is added at the cursor position.

## Creating a Simple Fraction



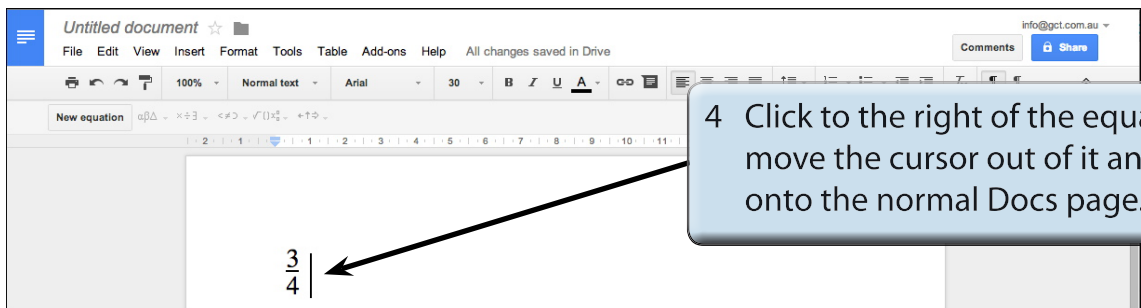
1 Click on the MATHS OPERATIONS icon in the EQUATION TOOLBAR and select the FRACTION icon.



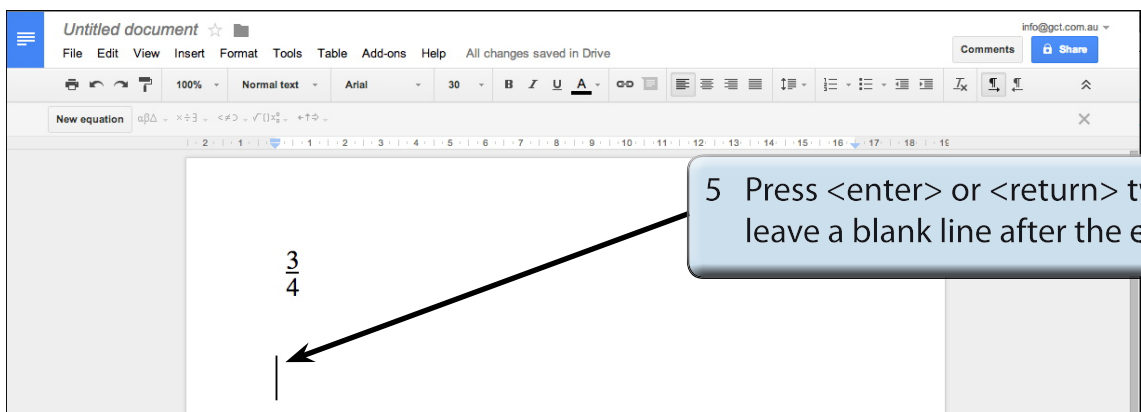
2 The cursor will be placed in the top section of the fraction, enter 3.

3 Press <enter> or <return> to move the cursor to the lower section of the fraction and enter 4.

**NOTE:** The <enter> or <return> key can be pressed to move to the next section of an equation or the TAB key or RIGHT ARROW key can be pressed.



4 Click to the right of the equation to move the cursor out of it and back onto the normal Docs page.

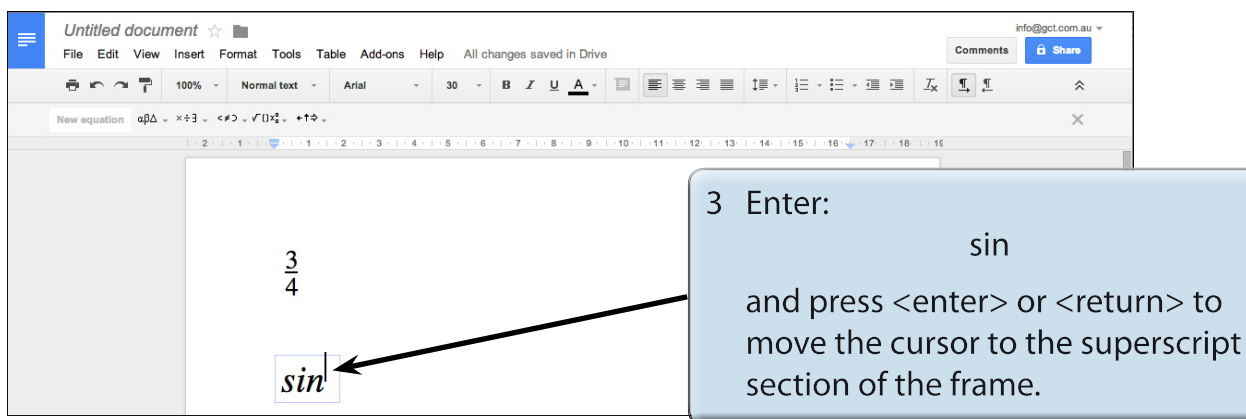
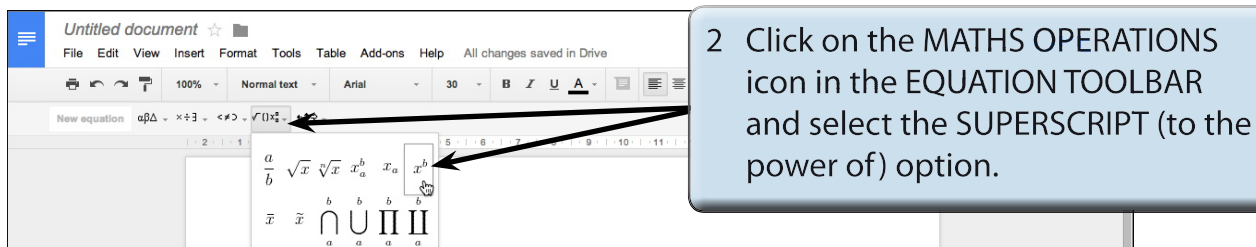
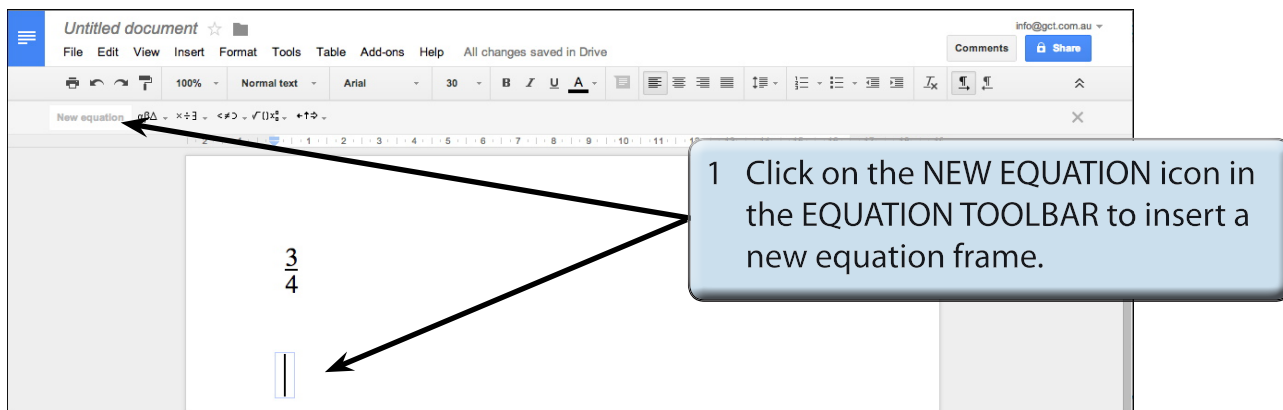


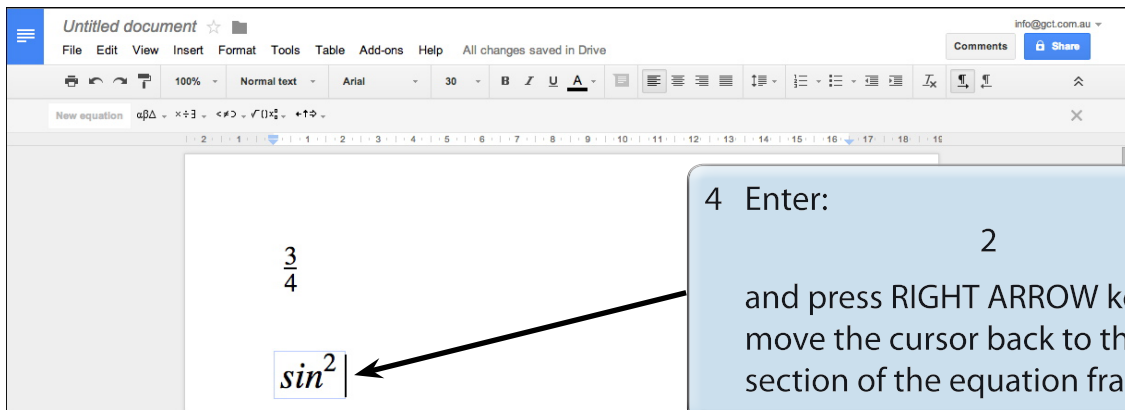
5 Press <enter> or <return> twice to leave a blank line after the equation.

## Combining Equations

The equation options in the EQUATION TOOLBAR can be combined to create an equation. To demonstrate this the following equation will be produced:

$$\sin^2 \alpha + \cos^2 \alpha = 1$$



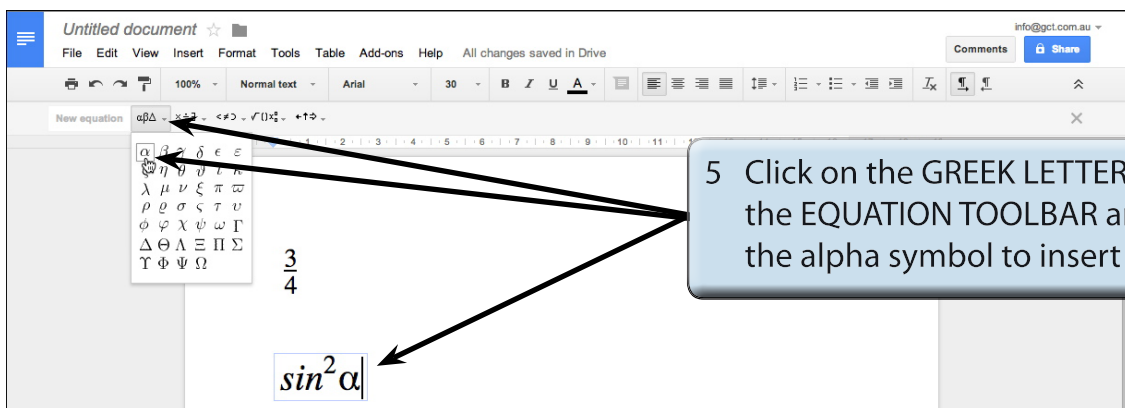


4 Enter:

2

and press RIGHT ARROW key to move the cursor back to the main section of the equation frame.

- NOTE:**
- i You need to ensure that the cursor is not in the 2 section. If it is, it will be a small cursor.
  - ii You can press the Right Arrow key, <enter> or <return> or the Tab key to move to the next section of an equation.
  - iii You can also enter sin SHIFT^6 and enter 2 to create the superscript.



5 Click on the GREEK LETTERS icon in the EQUATION TOOLBAR and select the alpha symbol to insert it.



# Useful Features

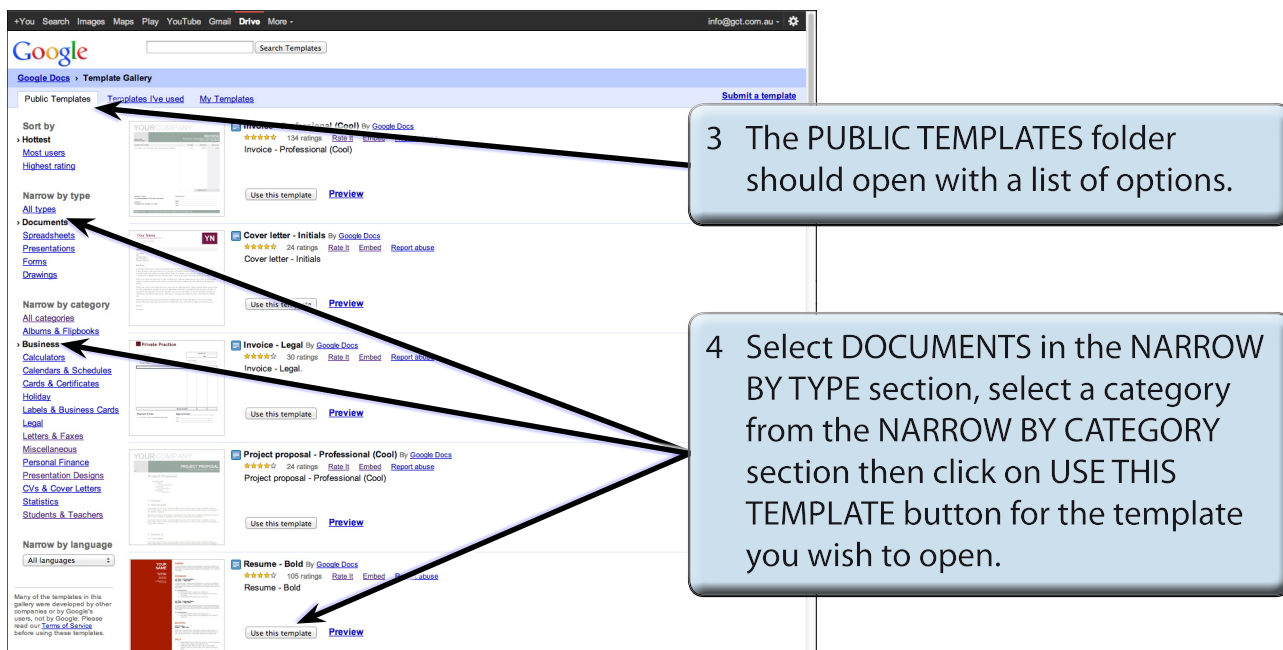
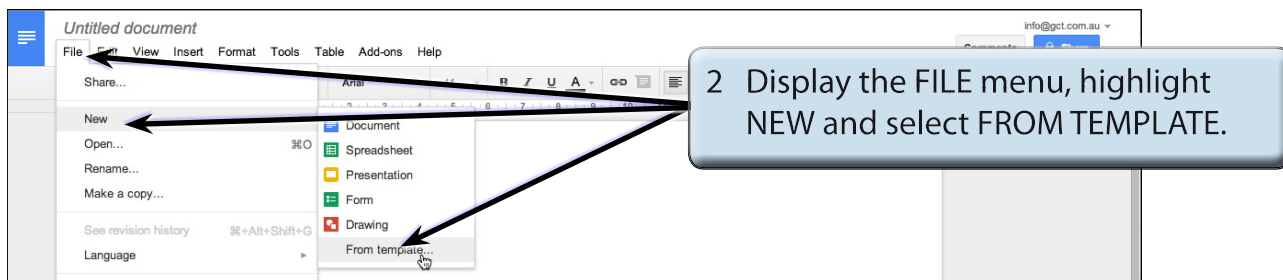
This chapter will demonstrate some extra features that Google Docs offers. These include using templates and add-ons, creating links, adding comments and sharing files with other users.

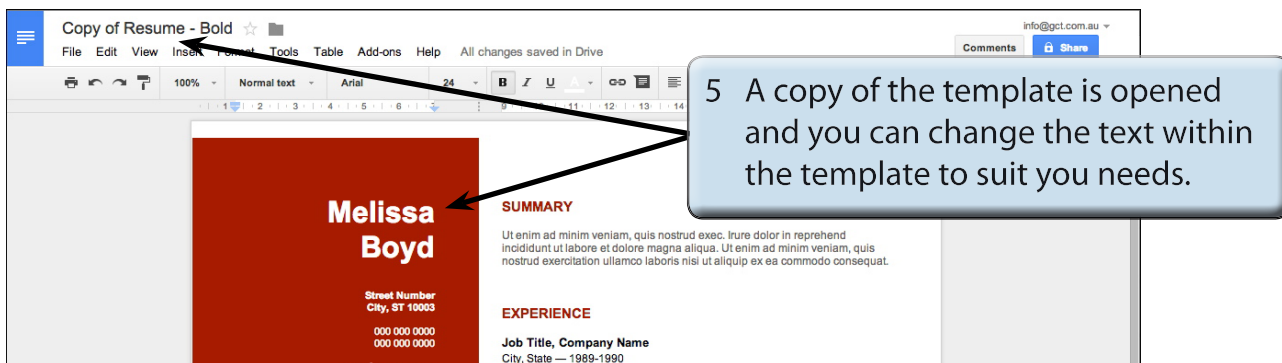
## Templates

Google Docs provides a large number of templates. These are files shared by other Google Docs users and all you need to do is modify the template to suit your needs. You can also save your own files as templates.

### A Using Prepared Templates

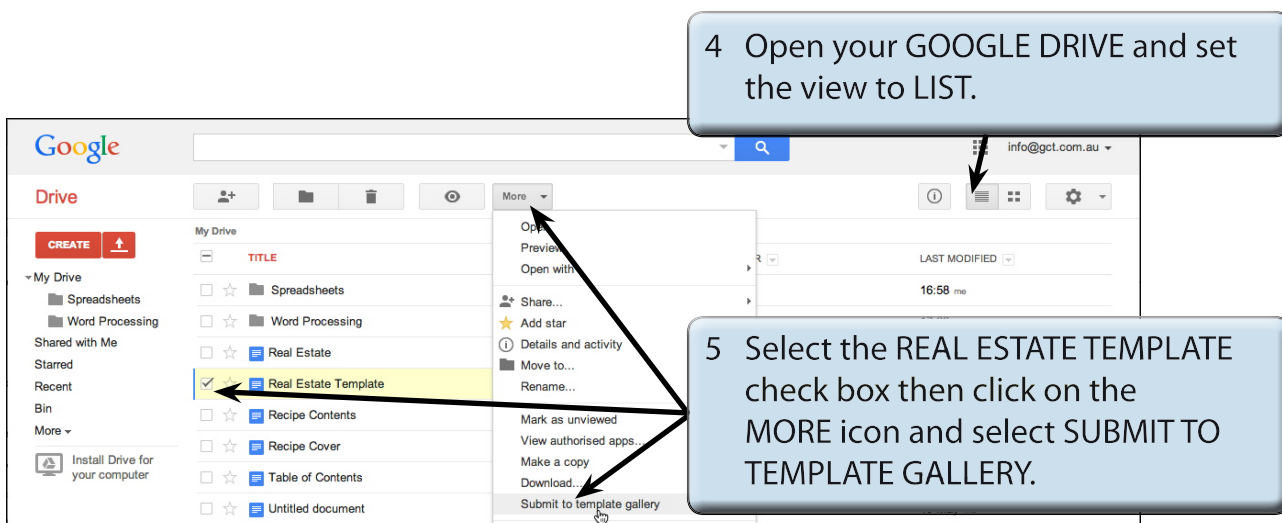
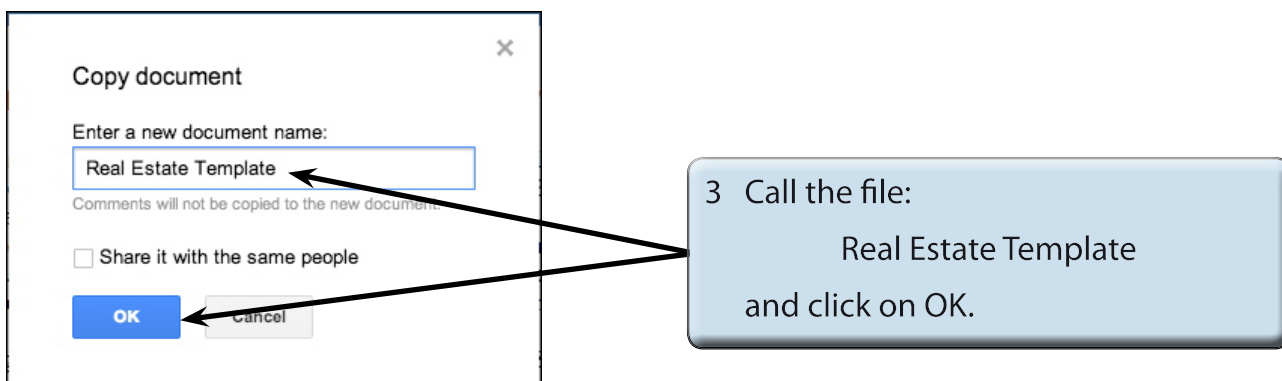
- 1 Load Google Docs or start a NEW DOCUMENT.





## B Saving Your Own Templates

- 1 Open the REAL ESTATE document from your GOOGLE DRIVE.
- 2 Display the FILE menu and select MAKE A COPY.



# Google Docs Project 2

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Jenson Real Estate

